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DEPARTMENT OF COMMERCE
BUREAU OF FOREIGN AND DOMESTIC COMMERCE
PHILIP B. KENNEDY, Director

MISCELLANEOUS SERIES—No. 97

TRAINING FOR FOREIGN TRADE

By

R. S. MACELWEE

Assistant Director
Bureau of Foreign and Domestic Commerce

F. G. NICHOLS

Assistant Director for Commercial Education, Federal
Board for Vocational Education

AND COLLABORATORS



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WASHINGTON
GOVERNMENT PRINTING OFFICE
1919

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LETTER OF SUBMITTAL.

DEPARTMENT OF COMMERCE,
BUREAU OF FOREIGN AND DOMESTIC COMMERCE,

Washington, November 13, 1919.

SIR: There is transmitted herewith a bulletin on "Training for Foreign Trade." It contains sources of material which will be useful to those conducting classes in foreign trade in educational institutions and business houses. At the present time many such courses are being organized. It is important that systematic outlines should be available which may be expected reasonably to cover certain subjects. Further, it is essential that references should be given to textbooks and to sources of general and specific information. In certain cases trained teachers who have had experience in other lines of economics are taking up the teaching of foreign trade and are eager to have such a manual as this. In other cases business men are conducting study courses in their own organizations for the training of employees whom they expect to send out into the foreign field. Although having a large experience to draw upon, these business men often have not had the time to work out systematized courses of instruction. This bulletin should fill a need which has recently been frequently demonstrated.

The personal factor is the most important factor in the extension of our foreign trade. Unless the right kind of trained young Americans can be sent abroad to represent American business we can not expect to compete on equality with other countries which have this kind of men available. Many large American institutions have recently found the principal limitation to the rapid extension of their foreign business to be the scarcity of trained men. A very encouraging feature in the present situation is that ambitious young Americans are now more ready than ever before to find a career in the foreign field. There should be no delay in providing a scientific and practical training which will fit them for the work to be done.

Owing to the sudden increase in the importance of our foreign trade, a very wide interest is being taken in it by many business men who are not able to follow regular courses of instruction. This bulletin will also give them a guide for their private reading and research.

Respectfully,

PHILIP B. KENNEDY, *Director.*

To Hon. EDWIN F. SWEET,

Acting Secretary of Commerce.

F O R E W O R D.

Recent developments in the field of foreign commerce and the practical certainty of a continued increase in our foreign trade emphasize the need of special training in order that American merchants may successfully compete with foreign merchants in the world's commerce. The Bureau of Foreign and Domestic Commerce has found that education in the accepted narrower meaning of the term, as well as in the broad sense as exemplified in Commerce Reports and other Bureau publications, is one of the most effective means of promoting commerce.

Educators throughout the land in ever-increasing numbers have turned to the Department of Commerce for material and advice in teaching the methods and facts concerning foreign trade.

The Department, from selfish motives, is keenly interested in better foreign-trade education, although the number of persons employed by the Bureau of Foreign and Domestic Commerce at home and abroad is small as compared with the number that will find private employment in our national foreign commerce. It is constantly brought to our attention in selecting men that education and training of this nature is absolutely essential, either before or after entering the service of the Department. Encouragement of education and vocational training for foreign trade is therefore distinctly a function of this Department.

To stimulate this education is the purpose, in its larger aspect, of the cooperative plans of the Federal Board for Vocational Education, the Bureau of Foreign and Domestic Commerce, and the United States Shipping Board. This educational movement was initiated by Bulletin 24, Commercial Series No. 2, on "Education for Foreign Trade and Shipping," written by the authors of this pamphlet and published by the Federal Board for Vocational Education in the fall of 1918. Many educational and commercial institutions have already put its suggestions into actual practice with success.

This bulletin, now revised and enlarged, is prepared to meet the needs of those who organize and instruct classes, by assembling, systematizing, and organizing literature of foreign trade with reference to the best methods for instruction in the technique and character of our foreign commerce.

The courses outlined in this publication are available for use not only in evening, part-time, and all-day classes, but it is hoped that

the commercial high schools, colleges, and other institutions will freely avail themselves of any of this material which may be of use to them in carrying out their own program of instruction.

Studies in Group I of this bulletin are intended to cover the technical phases of exporting from the point of view of the home office. Those in Group II will outline intensive courses on the various commercial divisions of the world.

Wherever suitable publications have been found upon which the courses could be based, these have been recommended. Wherever such publications have not been found, the Bureau of Foreign and Domestic Commerce, in conjunction with the Federal Board for Vocational Education and the Shipping Board, has undertaken to collect the material and put it out in form suitable for use in giving instruction to students. In selecting private publications upon which to base these courses the authors of the bulletin have attempted to find the best available material suitable to the purpose in hand. About the relative merits of such publications there may be a wide difference of opinion. Wherever an individual instructor or student prefers some other text somewhat similar to those suggested here, he should feel at perfect liberty to make use of such publication.

In order that there may be no misapprehension on this point, it should be stated that the Department of Commerce, the Federal Board for Vocational Education, or other interested Government body, is not a teaching institution; it does not conduct classes either in residence or by correspondence; it supplies no teachers. Its function in respect to education for foreign trade is limited to stimulating interest in the subject, preparing outlines of courses, suggesting or even preparing texts or other material for study, and endeavoring to bring to those interested in the subject all the available experience of those engaged in its study and practice.

The present bulletin was originally prepared by Dr. R. S. MacElwee, formerly Special Agent for Commercial Education with the Federal Board for Vocational Education, and now First Assistant Director of the Bureau of Foreign and Domestic Commerce, with the cooperation of F. G. Nichols, Assistant Director for Commercial Education. The movement received from the start the active aid and interest of the Department of Commerce, in particular through the efforts of C. D. Snow, then First Assistant Director of the Bureau, now Commercial Attaché at Paris. Dr. MacElwee has brought to this task experience covering a decade of practical business activity as salesman and executive with American business houses in European countries and a teaching experience in economics and foreign trade at Columbia University in New York. He has been able, therefore, to view the problem both from the standpoint of the man who must sell American products oversea and of the teacher who must give

the instruction which must be of practical value to men in such service. Mr. Nichols has had long experience in commercial education and is a recognized authority. This work has been revised by them, with the collaboration of Dr. Samuel MacClintock, who also has had wide experience in education and foreign trade.

Group II, market studies, is the work of the various geographical divisions of the Bureau of Foreign and Domestic Commerce in conformity with the authors' plans. Credit is given in each case. These market studies will be added to in time, but those here submitted blaze a new trail in foreign trade education.

WILLIAM C. REDFIELD,
Secretary of Commerce.

WASHINGTON, October 23, 1919.

TRAINING FOR FOREIGN TRADE.

THE UNITED STATES AND WORLD TRADE.

Before the war the United States ranked second to the United Kingdom as an exporting nation. Now we have the largest foreign commerce of any nation in the world. For the fiscal year 1919 the exports of the United States more than doubled those of the United Kingdom. Our South American trade has more than doubled since 1914, while our exports to the Orient and Australia show an even greater gain in that period.

Our resources are such as will enable us to hold a commanding place in the future development of international trade. We have over one-half of all the known coal of the world and two-thirds of the world's cotton. Stated in another way, while we have only 7 per cent of the world's land and only 6 per cent of the world's population, we produce over 50 per cent of the world's supply of basic raw materials and grains. For example, we produce approximately 25 per cent of the world's wheat, 40 per cent of the world's iron and steel, 40 per cent of the world's lead, 50 per cent of the world's zinc, 50 per cent of the world's coal, 60 per cent of the world's aluminum, 60 per cent of the world's copper, 65 per cent of the world's cotton, 65 per cent of the world's oil, and 75 per cent of the world's corn.

We are unable to consume, within our own borders, the total of these enormous productions, and, consequently, have to export the remainder. It requires no stretch of the imagination to see that we will presently be doing the manufacturing and carrying of the foreign commerce for fully one-half of the world.

Without a merchant fleet before the war, reconstruction finds us in possession of an enormous tonnage of merchant ships, and the greatest yards in the history of shipping, which must be kept constantly busy building more ships. Men must be trained to manage and operate these ships. They must be filled with cargo or be a great national loss. The demands of Europe for reconstruction supplies will mean a large volume of freight for two or three years, but what then? The new American merchant marine is at once both a danger and a great promise. It is a danger if ships and yards fall gradually into disuse and add their burden to the drag of reaction. It is a promise of American commercial prosperity if the ships and the yards are kept permanently busy carrying American and foreign wares along the highways of world commerce.

Trained Men Needed Now at Home and Abroad.

The men to hold this high position for the United States and to carry out this logical development must be trained now. And for the most part they must be trained while actually on the job.

To carry on successfully a great and profitable foreign commerce demands an effective training for those who are engaged in such work. A country may have goods that are needed abroad, it may have ships in which to carry them, it may have adequate banking facilities, but unless it has a trained personnel its foreign trade operations will be unduly costly and irritating. Nothing is more conducive to good will, and thus to international relations, than an adequate knowledge of other peoples and conditions and a sympathetic appreciation of what is involved in such relations.

The great trading countries of Europe have paid much attention to the proper training of those who carry on their foreign trade. Through many years they have gradually developed and trained their staffs for such tasks. With us, our foreign trade has grown so rapidly that we have not had time to train the rank and file of workers engaged in carrying it on. Until recently, we have had practically no merchant marine; our banks have been, for the most part, national and not international; knowledge of foreign countries, of their industries, resources, and business methods has been entirely inadequate; and our knowledge of foreign languages has been woefully lacking.

There is a very genuine appreciation at the present time of the necessity, as never before, of effective training for those in any kind of foreign work. Leaders in the business world, as well as educators of broad vision, realize that a broad, sound, and practical training is something which can not be developed overnight, but is absolutely necessary if we are to take our part in developing the widest commercial relations around the world.

The need for adequately trained men and women who have good character, personality, and practical experience is almost unlimited. Some of our large banks have stated, openly, that they have not extended their foreign service more rapidly simply because they could not find men capable of handling the work successfully. And yet many of our keenest young men and women are already engaged in some kind of foreign work. What they need, principally, is a broader outlook, together with a better command of the actual routine and technique of carrying on the work in the most approved manner. There are likewise many college and high-school students who want to get into foreign-trade work and realize that they must be adequately trained in order to be successful.

Attractive Life Abroad as a Business Representative.

The career of an overseas representative of American business not only offers great opportunities for advancement, but in the larger commercial centers is very pleasant. As American business branches have increased in importance and in number, in foreign-trade centers the social life has also increased in extent and variety. As Americans abroad have gained in social standing, so also have they gained the business respect and social recognition both of the native residents of distinction and of their colleagues from the older commercial nations. Social life is a powerful business factor abroad. It is a means to an end and should be so considered in education and in merchandising.

When the knowledge of the chance of advancement and the pleasantness of the life as an American trade representative has become

more general; there should be less difficulty in having American business abroad represented by Americans, instead of by foreigners, as has been the case largely in the past.

It must not be overlooked that concerted effort will be necessary to educate many of our business houses to the fact that greater efficiency will result from more intelligent treatment of their representatives, especially in the Tropics, Far East, and backward countries of the globe. Such questions as housing, tropical hygiene, and other details which affect the morals, morale, and health of Americans abroad, must be the subject of investigation, discussion, and action by the house which would hope for the best results. Aid in developing such instruction is earnestly solicited.

The Object of This Bulletin.

The object of this bulletin is to suggest certain courses of study which it is desirable for those in foreign-trade work to have, and to cooperate with educational institutions, chambers of commerce, and individuals in seeing that opportunities for securing training are given wherever there is sufficient demand for such training.

There are now to be answered several questions concerning foreign-trade education:

1. What kind of employees are to be trained?
2. What is to be taught?
3. By whom it is to be taught?
4. Where is it to be taught?

Suggestive study outlines are appended.

THE POSITION OF FOREIGN-TRADE SUBJECTS IN COMMERCIAL EDUCATION.

For What Positions Should Training be Given?

The object of education for the business of exporting is essentially and primarily vocational. Its object is to train clerks who will become managers. The object is to train people *how to do* certain things, not simply to *talk* about them. This does not mean that a broad educational background is not necessary or desirable for a young man who wishes to get on in this business and rise in it. The practical task, however, is to train people *to do* certain definite things.

Job Analysis as a Basis for Planning Courses in Vocational Education.

The relation between commercial education for the exporting or shipping office and general academic education may be fixed at the start. Vocational education for an export-department job of a certain grade should be built upon a proper educational foundation and upon the requirements of the job. Therefore in planning any vocational education for exporting an analysis of the position that a person of a given age may be expected to fill is a prerequisite.

The home office force is made up of a large number of employees who have come into the junior clerical positions of the exporting office from high school. Those who have had college training are exceptions; their number must be increased. In the home office there are, in addition to the army of young clerks of high-school age, senior clerks and assistant managers who have been in business for several years. They may have come into the business from high school, or

from grammar school even, and worked up slowly; or they may have come in as college graduates who have been able to reach their present positions in a shorter time because of their superior educational equipment. Other things being equal, it is now generally conceded that the person with the college education will eventually catch up to and pass the person with the same ability who has not had this advantage. Confusion arises in comparing men of different natural capabilities. In the *home* office, then, there are Group I, clerks, and Group II, senior clerks or assistant managers.

Educational Prerequisites for Foreign Service.

Persons in service overseas constitute Group III. To be sent by the house into foreign service is an advancement. The preparation for this service requires more than experience as a clerk or as a junior manager in the home office, or as a successful salesman. To make a man or woman successful as a salesman, or as a buyer, or as a branch manager overseas requires training in language and foreign affairs. As a prerequisite for special training for this advanced type of service a person should possess maturity, business experience, and a fair mastery of technical subjects through study in school and on the job.

Under this third group, made up of persons who are in service abroad, we must also include the manager and specialist of the division of the home office that deals with the business of specific commercial areas of the world, such as the Far East, Latin America, or Russia. The manager of such a division should have had actual foreign experience in the particular area with which he has to deal. Clerks may be trained here at home by proper courses of study.

Managerial Apprenticeship is Shortened by Vocational Training.

It must be emphasized at this point that the three groups mentioned above represent a progression in the promotion of the individual covering several years before the young clerk rises to the position of a full-fledged manager, and therefore there should be a progression in knowledge of the technique of foreign trade and in the markets of the world to fit one for increasing responsibilities. Vocational foreign-trade courses, properly arranged, will reduce what may be called the apprenticeship period materially. Persons with good general education and special training may hope to reach a managerial position long before those who depend upon experience alone to advance them along the usual promotional stream to the higher places.

For argument, we may say that a young man enters an export office at 16, is a salesman at 26, and a manager at 36. It is usually a 20-year pull to the position of manager. Yet it is possible to cut down the 20 years by substituting vocational teaching for some of the slowly acquired experience. For instance, by studying until 19 or 20 the managerial rank may be reached at 30—a gain of 6 years in a young man's life, in addition to greatly increased efficiency in the work done all along the line of progression. The young man on the job may likewise reduce his term of apprenticeship by supplementing actual working experience with systematic vocational study.

Place of Foreign-Trade Courses in the Curriculum.

In the organization and teaching of such courses in established schools and colleges the facts set forth in the preceding paragraph

regarding promotion in its relation to training are important. It must be kept clearly in mind that education for foreign trade is a subdivision of commercial education and should not be considered as something apart. The study of overseas commerce is a higher specialization which follows a thorough grounding in domestic practice. Domestic commerce, studied in business schools or in the school of experience, is a prerequisite to the study of foreign commerce. It is obvious that there will be little advantage derived from the study of foreign credits and exchange without having first studied, or learned from experience in banking and business, as much as possible about economics, banking, and money. Also, to understand the document technique or paper work of exporting, the student should have some knowledge of domestic commercial practice, accounting, business administration, and similar subjects. Marketing and salesmanship at home is an obvious prerequisite to the study of exporting methods and foreign selling. It is unnecessary to carry the parallel further.

Doubtless some of the courses recommended in this bulletin could be included in the general courses in commerce. However, the chances are that at the present stage of development in commercial education the student will not have had such studies at all, or at least not from the foreign-trade point of view; therefore they are included here.

Unit Courses Should Be Offered so as to Permit of Specialization.

Granted that over-seas commerce is a specialization of general commerce, the logical place of foreign-trade study in a study program or curriculum of general commercial education is *after* the other subjects. Therefore courses in foreign trade should not be scattered through the curriculum of general commercial education, but should be grouped together as additional work after the general commercial study has been completed. Not one or two courses but groups of several courses necessary to cover the wide field of overseas commerce should form a specialization requiring at least two years' study.

Reasons for Preferring the Group of Short-Unit Courses.

1. In evening schools the sequence of the courses should be in accordance with the promotion progress of the pupil, and naturally in advance of actual promotion, to fit the person in question for the desk next higher up.

2. The curriculum of the high school of commerce should be so arranged as to permit some specialization in the senior year. The present tendency is to allow senior-year specialization in retail selling, general salesmanship, secretarial work, accounting, etc. If this specialization be provided for in foreign trade the group of short, practical courses, outlined in this bulletin for the first year of general study, should be adapted to the age of the pupil and the needs of the business community.

3. In a college curriculum of business training the place for foreign-trade study is after foundational commercial studies have been completed. Specialization should be allowed in the junior and senior years when the student has arrived at a place where he may be able to make a definite choice of the field of commerce which he intends to enter upon graduation. It is hardly to be expected that a freshman or a sophomore will have in view a definite

position with a business house engaged in foreign trade. For the college student a graduate year of further specialization in some particular commercial area of the world, such as the Orient, or the west coast of South America, would be the logical sequence. If the college graduate who desires to enter foreign trade has not had these advantages he should study foreign trade in night school.

Decision as to Foreign-Trade Work is Usually Made Suddenly—Need for Training Not Foreseen.

Another and very practical argument in favor of short unit courses in proper sequence is that a decision to enter the foreign-trade field of business, or the opportunity to do so, as a rule, does not come early. When the decision or opportunity comes the necessary training must be short, specific, and intensive. It can not be long drawn out.

It must be kept in mind that the demand for men in foreign trade is only a small fraction of the total commercial demand. Education for foreign trade will not reach the great mass of commercial students. It must, therefore, be readily available for those few who urgently need special training because of a business opportunity in the foreign field.

Foreign Trade a Profession—Technical Literature in Process of Creation.

Unfortunately there is very little literature dealing with those very specific and practical operations which it is most necessary for Americans to learn *to do*. There are great gaps which can only be filled as the science of foreign trade develops and men of practical experience and theoretical inclination put on paper the results of their study, research, and experience.

The mere enumeration of titles of single lectures or of courses is useless for advancing foreign-trade education unless the literature is forthcoming for use as texts. We have long since left the stage of our development in foreign-trade education where we can give a course on foreign trade. In order to give enough knowledge on any one of the many subjects of foreign trade to induce an employer to hire a man for any particular work, the subject must be gone into in great detail and in the most practical way possible. From this point of view it has been necessary to create a new literature—and this process of creating a new literature has only started. As the demand increases we shall have practical men cooperating with professional teachers in bringing out the printed results of their careful analysis of various phases of this great profession.

TEACHING DIFFICULTIES.

There is a widespread feeling that to date there has not been great success in teaching foreign-trade subjects. Teachers and institutions are not to blame for this, but a series of circumstances. With the infinite detail of international business routine and lack of all adequate literature on the subject, the preparation and teaching of courses on foreign trade is a difficult problem.

The importance of careful training for foreign trade has come to be generally conceded in the United States. There has been a recent change in the attitude of the public toward this type of

training and a changed opinion as to what it should be. This changed attitude runs parallel with the changed attitude toward foreign trade itself. At the beginning of the European conflict foreign trade was discovered many times each day by persons who had never thought of it before. There was much wild speculation in exporting. The lists of exporting concerns of various kinds increased by pages in the commercial directories. Now that conditions have become more normal and many of the mushroom foreign-trade firms have been weeded out, there has risen a different attitude toward over-sea commerce. In the place of the opportunities of the get-rich-quick variety, an attitude of careful study and constructive preparation for a permanent future has become manifest. Similarly the attitude toward foreign-trade education has changed. In the first exporting enthusiasm in 1914, 1915, and 1916 there were a number of foreign-trade courses given in various parts of the country by various men and institutions. These courses of study usually consisted of a lecture once a week, for 15 weeks, in which the entire world of resources and the entire field of exporting methods were covered in a most superficial manner. They resembled courses in hygiene, or first aid, rather than a course in medicine to prepare a man to be a physician.

Single General Courses Now Superseded by Many Special Courses.

These courses served their purpose. They did much to popularize the study of foreign trade as an attractive opportunity. These courses pointed out many of the topics which should receive consideration by commercial houses intending to carry on foreign business. They pointed the way without traveling it. The day of the few lectures, which superficially cover the whole world, has passed with the period from which they sprung. With the growing seriousness toward over-sea commerce as a permanent vocation and as a national activity of vital importance has come the demand for specific and definite courses of study that will teach in detail *how to do* the many technical routine acts from filling out a bill of lading to planning a selling trip, or managing a line of ships.

Two Methods of Giving Lecture Courses.

General courses in foreign trade have been given by two methods: (1) A series of separate lectures by various prominent business men interested in foreign trade; (2) a general course by some teacher of commercial or economic subjects.

Of the two, the first has given the more publicity to the course, but the second has usually given better teaching. There are two horns to the dilemma. The practical man, as a rule, is a poor teacher and the teacher is usually lacking in contact with the practical problems. Unless the "prominent business man" as lecturer takes time to write out his lectures and submit them to the teacher in charge of the course, there is much repetition of general information and a lack of continuity. The true value of the practical man called to talk about his work can be realized best when the students are advanced enough not to need generalizations and are sufficiently well grounded to understand the detailed, specific, and technical discussion of some very narrow and specialized problem

with which the lecturer is particularly familiar. When the practical man talks about his own work he makes a valuable contribution to the student's knowledge of the subject, but when he generalizes, often outside his field, he adds little that is new, and often presents even the commonplace generalities inadequately.

Many Teachers Lack Actual Foreign Experience.

Teachers who have tried to give a course in foreign trade have suffered from other serious limitations in addition to lack of actual foreign-trade experience. Those few who have been at all successful have found it necessary during vacation to devote months to research and study. The difficulty, the expense, and the amount of time required to prepare a course of lectures dealing with a new subject which covers a broad, undefined field with few, if any, standard texts and an almost limitless mass of scattered literature must be experienced to be appreciated. Even where the foreign-trade teacher has had practical experience in business overseas, the problem of presenting a good course is difficult enough.

Even if the teacher of foreign trade has a fair amount of leisure in which to develop his course, the difficulty of collecting material is very great. Eventually the teacher will be developed out of the practical field itself, just as has been the case in accountancy, engineering, and other commercial or scientific subjects. The teacher of the future should be a graduate of a school of foreign commerce who, after some time in business or foreign service, returns to teaching.

To collect his own experience from his own activity into a course of lectures is not easy. When this purely subjective product has been written it will only cover a small part of the world's trade and only the industries with which the individual in question has had personal contact. Government publications, such as those of the Bureau of Foreign and Domestic Commerce and of the Federal Board for Vocational Education, serve this kind of teaching by collecting the materials and in some cases furnishing the text manuals. These publications are for foreign trade *education*, but not solely for that type given in the classroom; they are also for those who desire a home reading course.

Libraries Should Have Accessible Foreign-Trade Shelves.

Even our libraries have no adequate "foreign-trade" subject file. No less an institution than the economics room of the New York Public Library attempted to make a subject catalogue, but the work fell apart of its own weight. The lines are too difficult to draw closely. If not drawn closely, foreign trade, directly or indirectly, embraces the entire field of human activities. Religion, philosophy, ethnology, geology, and every other science has some connection with the interrelation of nations in the production and distribution of wealth. The work of the United States Bureau of Education, in collecting a selected bibliography of foreign trade, is a step forward.¹ To make general reading and study possible, public libraries, and in particular university libraries, should collect on one set of shelves, easily accessible, the most important publications on foreign trade.

¹ Also see Shusy, Dr. Herbert Stanley, "Bibliography of Foreign Trade Publications." San Francisco, Calif., The ten Bosch Co., 1918.

This bulletin may reveal some of the fields of detailed study where texts and dissertations are lacking. These should be forthcoming from private publishers, as it is not the function of the Government to supply them if private initiative is sufficiently productive.

The Bureau of Foreign and Domestic Commerce has files of letters from teachers pleading for help in the preparation of courses. This Government office is generous with its own publications, but has not the time nor the staff (and possibly not the function) to do more than aid by furnishing what publications are in its power and making known the principal foreign publications that are promptly forwarded to it from abroad. After all, the Bureau of Foreign and Domestic Commerce is chiefly concerned with more direct relations with business men.

A Bibliography Insufficient Though a Help.

Supplied with many volumes of "raw materials" for foreign-trade study, the teacher is still confronted with the two questions of "what to teach" and how to find the time to work over the great mass of raw materials and shape them into courses. A bibliography of all the published works on foreign trade and shipping will save some work, but will be very far from making a course or series of courses to put before a group of students.

Outlines of Courses to Supply Need.

It is therefore firmly believed that the several interested Government agencies can do much to help foreign-trade instruction by securing information about aids for teaching foreign-trade subjects and by planning courses and stimulating the production of suitable texts. *For the selection of texts from private authors and publishers in the attached outlines the author of this bulletin assumes personal and individual responsibility. They are suggestive, not mandatory, and each teacher is at liberty to select any similar or equivalent texts.* With the material thus prepared it will be no hardship for experienced teachers of commercial and economic subjects to conduct the courses, although not specialists in foreign trade or shipping.

With reference to the study outline of courses offered in this bulletin it must not be understood that these "tabloid" courses, on the "add water and serve" principle, will rob the teacher or institution of initiative and individuality. There will be ample opportunity for every teacher to use all his own resourcefulness in presenting these materials and, by adding his own, to improve and enlarge the courses. By frank discussion and a pooling of experiences on the part of all teachers of foreign-trade subjects progress surely will be made which will be of value to individual teachers, to institutions, and to American commerce.

WHAT TO TEACH: A DIVISION OF THE SUBJECT MATTER.

The next problem is to determine "what to teach." There are three classes of studies, as there are three classes of students: (1) The technique or routine of the practice of exporting; (2) market studies by major commercial areas; (3) language studies that are concurrent with all foreign-trade study by all groups. These three must also be kept clearly in mind as separate entities.

Technical Subjects.

Technique comprises two groups of subjects: (a) Those that are elementary and specific for clerks and (b) those that are more advanced and general for junior managers. In commercial education we have long since come to the belief that in the beginning of the study there should be a group of practical subjects that will fit the pupil of a certain age to hold the best position it is reasonably supposed that a person of his years and maturity can fill satisfactorily. The first course should teach him something definite; to hold a definite job. Upon this can be built up all the other courses which take a youth forward in his knowledge along with his advancement in years until he is master of all the details of business administration.

The general subject of education for over-sea commerce can not develop until there is a division of subject matter into specific fields small enough to enable the detailed treatment of specialization. This subdividing is now in progress by natural evolution, although, as in the case of political economy, the process of specialization may continue over a long period of years. The continued subdivision of a science into specialized fields of study and research can only take place as the science advances and the store of knowledge increases in amount, order, and precision.

It is conceded that the first methods used in teaching foreign trade have been lacking in conspicuous success. The trouble upon analysis will be found in the unfenced expanse of the field itself. The time has long since passed when a book on the general subject of foreign trade is any more possible than a book on the general subject of engineering.

Group I. Technique or General Routine of Exporting. (General Basic Courses.)

The courses here suggested fall into two subgroups.

Subgroup A includes the broad, basic courses that it is desirable for all interested in foreign trade to know. They are:

- A-1. Sales practice.
- A-2. Document technique or foreign-trade paper work.
- A-3. The geography and commodities of world commerce.
- A-4. Foreign correspondence.

Foreign language study should begin parallel with the above courses. Study of foreign languages will be discussed as Group III in this classification.

Subgroups B and C include advanced or specialized courses of interest to those whose work brings them into touch with the subjects treated and the forming of the company's policies. They are:

- B-1. Packing for export.
- B-2. Foreign advertising.
- B-3. Foreign exchange.
- B-4. Ocean transportation.
- B-5. Ports and terminal facilities.
- C-1. History of commerce.
- C-2. Consular procedure.
- C-3. Tariffs and commercial treaties.
- C-4. Export combinations and the Webb law.

Group II. Commercial Areas or Market Studies.

Market studies present a unique and difficult problem. It is obvious that no one man can know enough about all the world to

have his knowledge on any part of it worth an addition to his pay envelope. To make this knowledge valuable it must be specialized and specific.

Obviously the world must be divided in order to make it possible to study parts of it with sufficient intensity to render the knowledge of any area of real commercial value. Chiefs of divisions of the Bureau of Foreign and Domestic Commerce have cooperated in the production of the commercial-area curricula which are presented in this publication.

If a man is interested in a certain part of the world, either in connection with his work in the home office, or because of a contemplated sales trip abroad, or because he expects to go out and take up his residence as a representative in a certain commercial area, he desires to learn all he can about that area in as short a period as possible. These curricula, therefore, will make it possible to give intensive training in the major outstanding features of commercial areas and the languages that are used in them. Thinking in terms of the evening extension school for those persons who are employed during office hours in the exporting business and therefore must do their studying at night, there should be courses covering three evenings a week, in which two hours would be devoted to intensive language study and practice, and the other four hours to one or more of the courses suggested in this bulletin after the basic courses have been completed. The study outlines for these regional or trade-area courses contain enough material for a thorough study of each area. They deal with the history, government, geography, transportation, and trade methods of each region. The fixed purpose is to fit a man to go to a certain part of the world and to sell goods there.

The authors in the preparation of this bulletin have used the United States Shipping Board map that divides the world into major commercial areas and several minor subdivisions as a basis for the market studies for advanced foreign-trade education. The regional groupings are shown on page 69.

Group III. Foreign Languages.

The third general division of courses includes the important commercial languages. Language study should be more or less concurrent with the study of the other courses referred to in Groups I and II. If one stops to think about it and realizes that there are 10 or 12 important commercial languages, and that in each one of these languages there may be 50 different trade vocabularies, the impossibility of any one person studying languages for world trade in general, without a particular field in view, is at once apparent. Language education in school from an early age is desirable to form the language habit. It is suggested that Spanish, French, and Portuguese are the most generally used. But language pedagogy must be radically changed. A live modern language or two should be taught in the schools from an early age, provided, of course, that it is well taught. Such language study may be cultural and fundamental as well as utilitarian. However, when one begins to study a commercial area with the object of conducting business for a firm in that area, the necessity of learning the principal language of that

area well enough to use it in selling goods is apparent. Through preliminary language study the ear may be accustomed to recognize the sounds in a foreign language and thus give a good start toward the mastery of the language after arrival in the country where it is spoken. The time is short, the need is great, the necessity of ever having to learn that language perhaps is unanticipated. This means that one must learn to understand, speak, and write the language quickly. Evening school students are studying the language so as to be able to sell goods by its use. The language is a tool, not a decoration. It is for strictly vocational use, not primarily for cultural grace. Nevertheless, the cultural value will not be lost. A foreign language becomes a living thing to a student who has learned to use it, and the literature of that country becomes a delight.

Group IV. (A Special Bulletin.) Vocational Education for the Steamship Business.

With a large mercantile marine under the American flag, the question of ship operations and management will play an important part in American commercial life. With this in mind, in addition to the two general types of courses contained in this bulletin, another bulletin will contain six specialized courses dealing with the following aspects of shipping: (1) Steamship traffic management; (2) the types, uses, and measurements of merchant vessels; (3) ship operation; (4) wharf management and stevedoring; (5) marine insurance; (6) admiralty manual.

These courses have been prepared in cooperation with the United States Shipping Board. Six texts to aid in the study of each of these six subjects are now being prepared with the editorial assistance of Emory R. Johnson and R. S. MacElwee. They will be issued by a private publisher.

WHERE SHOULD FOREIGN TRADE BE TAUGHT?

Having considered the questions, What should be taught? and By whom? there remains the question, What educational facilities are available for giving foreign-trade courses?

1. NIGHT SCHOOLS AND EXTENSION DEPARTMENTS.

At least during the emergency of reconstruction and perhaps for years to come many people who are in most urgent need of training will be employed during office hours, usually in some activity directly or indirectly connected with exporting. Such persons range from young clerks to managers; from grammar school graduates to college or engineering graduates. The entire series of subjects will be covered by some of these people but not in the same classes or with the same degree of thoroughness. The courses taken and the results will depend upon the age and educational status of the students. There are several groups of students for whom the courses here suggested are planned. There are two fields of service for which training is required, viz, (a) for home duty, (b) for oversea duty. The groups of students may be of the following classes:

Employees of Various Grades; also Owners and Executives.

Those engaged in some form of exporting or shipping business, such as banks, export departments, shippers, freight forwarders, manu-

facturers for export, etc., at home or abroad, should be interested in foreign commerce. Those engaged in domestic business who wish to enter the foreign trade field should be interested in such courses.

(1) Clerks, department heads, and junior officers who must learn to do the routine of daily duties connected with exporting and importing. This training is for clerks who have ambitions to become managers.

(2) Candidates for promotion to the position of export manager. Also many new export managers who lack knowledge of technical detail in foreign trade and who must overcome this handicap by studying the courses at home or in especially organized reading clubs.

(3) Executives or owners of firms doing, or intending to do, a foreign business, who wish to be well informed on the broad phases of the general subject as well as of specific routine.

(4) The man who is to be sent overseas by the firm and must prepare for actual foreign field service within a few months. He must know the game from paper work to market studies.

(5) The American manufacturer and merchant selling technical products often requires that the foreign representative be a highly trained engineer. For instance, foreign trade in such lines as railroad-construction contracts, railroad equipment, power plants, telephone plants, electric street-car systems, bridge and harbor works, elevators, radiators, heating systems, and other machinery, require salesmen to represent them who are not only trained in foreign trade but who are also engineers.

Perhaps there is no class that needs additional commercial training for foreign service as much as the engineer. For example, the author while the foreign representative of American manufacturers suffered from a lack of thorough engineering training in selling gas engines and electrical elevators abroad. Therefore, as sales manager he made it a rule to engage only engineers as salesmen, but the lack of knowledge of commercial usages on the part of the young engineers required training and experience to overcome. On the other hand, the first consideration in these cases is engineering training, and as this is to be gotten only in a college of technology of high standing, commercial education for foreign service must be obtained elsewhere, as the "teck" has no time for it. There is little immediate prospect that the technical institutions themselves will meet this need. Proportionately, too, few of their graduates will be interested in foreign service. It was brought out in the discussion at a recent conference on commercial education for engineers that engineering schools are making great concessions to commerce when a course in general economics and a course in accounting are introduced as electives. With domestic commerce entirely neglected, naturally foreign commerce, a specialization for the very few, is not considered. This is not unnatural when it is remembered that four years represent a very short period of training in which to lay the foundation for the engineering profession.

It may not be amiss here to note that only a portion of the engineering graduates come into direct contact with commerce. Temperamentally, or by accident, there are three groups of engineers: (1) The designers—highly technical scientists; (2) superintendents in the plant or in field-work construction whose function is handling labor;

(3) salesmen and executives—the only commercial engineers. Foreign-trade night courses will be of great service to those engineers of group (3) who are concerned with foreign sales and contracts. Some of those engineers of group (2) who superintend construction abroad may have an interest in some of the subjects, but only a secondary interest.

Each Group Requires Particular Handling.

All five groups are important. The consensus of experience is that the different groups require different handling. For instance, experience has demonstrated that it does not show satisfactory results to give a college extension course with the study group in which are people out of business houses and also college students who have had no contact with the practical difficulties that confront the man in business. The person in practical contact with the subject matter has many peculiar problems he desires explained in detail. Even with the study material divided into specific fields, the time in which to cover the mass of material is very limited in extension classes. Much knowledge on the part of the students must be taken for granted and only those points discussed which are new to most of them. It usually happens in a mixed group that the students out of business houses are able to hurry over much that they know in order to gain specific information regarding problems which pass over their desks in the day's business. The detailed and specific discussion desired by the business student is often of no particular present interest to the college student. On the other hand, the general discussion for the college student's instruction seems elementary, impractical, and unsatisfying to the business student. The two groups of students do not mix well in extension classes as they are usually conducted.

Also it seems necessary to arrange courses in foreign trade suited to the high-school senior, in view of the position in the business organization which he is likely to fill on account of his age and experience. The high-school senior and also the college student have more ground to cover because of their lack of familiarity with commercial usages through contact with business. They will, however, cover this ground in a less intensively practical way than will the young man in business who wishes to qualify for the next higher position. The full-time college student has more time at his disposal and can proceed more leisurely. It is evident that the man in business all day has little energy or time left for extensive reading and independent study. The little time at his disposal must be used in gaining the maximum amount of information of practical value to him in his daily work.

The object of this bulletin is to outline such short intensive and practical courses as will give the teachers of the above groups the materials to enable them to conduct their courses so as to furnish their students with a maximum amount of training applicable to their needs.

Suggested Cooperation of Chambers of Commerce and Others in Organizing and Conducting Foreign-Trade Night Courses.

In order to enroll and teach those in the employ of firms interested in foreign trade, it is obvious that a close relationship must be brought about between educational institutions and the business

community. It is the desire and interest of the Federal Board for Vocational Education, the Department of Commerce, and other Government agencies, not only to cooperate in this work in Washington, but through their various connections to encourage educational courses in foreign trade and shipping in those commercial centers where such courses are likely to be of practical value to the business community. It is to be added that such an organization as an evening school for foreign trade and shipping is possible only where there is an active interest and actual need on the part of the business community.

The chamber of commerce of any community, through its foreign-trade committee, may well take the lead in bringing together interested business men and educators for the purpose of organizing classes. Perhaps some financial backing may be necessary, though ordinarily the fees, if there is a good-sized class, will about cover the expense of instruction. The chamber of commerce or the board of education can ordinarily place suitable classrooms at the disposal of those in charge.

Firms Should Encourage Employees to Study.

Business houses may well insist that certain of their employees take these courses. It will mean an entirely different atmosphere in the study of foreign trade if the students are designated by the heads of the house to take up this study as part of their work for the firm and as a basis for their advancement. Attendance at the meetings and the equality of the work done by the employee may be a matter of report to the business house from time to time. If the employer is interested in improving the education of his employees and is satisfied with the result which the employees attain he might refund, in whole or in part, the tuition fees which have been paid upon satisfactory completion of the course. The only reason for doing so would be the fact that the student has attended the course faithfully and worked intelligently from beginning to end.

Recruiting Teachers—From Faculties or Business.

The teaching staff will probably be drawn largely from the universities or high schools of commerce. There should be no fixed rule as to this, but the advice of the universities best equipped to help in this work is of importance in the actual execution of the teaching.

There are other types and grades of institutions which may be in position to do just as effective work as those just mentioned. For example, the larger Young Men's Christian Associations are often in position to do effective work. University extension and evening classes are often conducted for the benefit of those employed during the day. The better private business colleges know how to teach students and give them short, practical courses. Such institutions as the American Institute of Banking and the National Association of Credit Men are in a position to do good work along certain lines. There are correspondence schools which can carry organized systematic instruction to the student wherever he may be.

2. HIGH SCHOOLS.

The second group in importance is composed of high-school pupils who must learn enough to qualify as clerks and, once employed, to

carry on their education in the night schools just discussed. Of high-school pupils only a small per cent are able to go on to college. When they enter an exporting house they are not likely to be sent abroad for several years. Their immediate aim, therefore, is to fit themselves to earn a living as clerks in commercial houses having over-sea business. Not neglecting the broad foundation, the object of the training of this group must be strictly vocational. They will learn to do, with understanding and dispatch, certain very definite tasks. Their broadening will come with their years and the responsibilities of higher positions, together with extension work in night schools, where the more advanced courses will be open to them. Group I-A is the foundation, and perhaps a few of the first subjects of Group I-B. Of course, one or two of the important languages, possibly French or Spanish, should be started in high school, or even in the junior high school.

Part-Time Work for High-School Students.

Successful arrangements have been made in a number of cases for high-school students taking foreign-trade courses in the fourth year to do some work on a cooperative plan for business houses engaged in oversea trade during the summer vacation, on Saturdays, and after school hours.

From the point of view of the student and the school, this has the very great advantage of bringing the learner into contact with the practical job, and thus making him a doer at the same time. Pedagogically, this presents the most favorable opportunity for instruction while the student has an active interest in the thing which he is engaged in doing.

From the point of view of the business house, it is equally desirable, for it brings into the office bright, alert young people who are engaged in learning more about the field in which they are engaged while actively carrying on some of its work. Such students should, ordinarily, remain with the house after they have completed their studies and thus make intelligent candidates for clerical and executive members of the force.

It has been suggested that a definite agreement ought to be entered into between the business house and the student doing work for it after hours or during the summer vacation. Such a contract brings home to the young person a sense of responsibility and puts him more upon his mettle. Likewise, it is an evidence that the business house takes the work seriously and regards the student as a regular member of its force. Perhaps no formal contract need be suggested here.¹ It is sufficient if a clear understanding is arrived at with regard to the hours of work, the remuneration, and the necessity for general compliance with the company's rules and regulations. It is sometimes said that high-school boys, and even college graduates, have a know-it-all air when they begin work, which is not only offensive but lowers the general office efficiency.²

2. COLLEGES.

There are students in college who wish to enter foreign trade. In contrast to the worker on the job the college student usually lacks

¹ See Appendix I: A suggested contract.

² See Appendix II: Rules of conduct.

contact with business affairs, both domestic and foreign. After leaving college he must spend some time in business before he is ready for a responsible position at home or abroad. The study of foreign trade by college students is a field in itself with its own peculiar problems. The colleges, in particular those having a fully developed school of business, will find themselves and solve their own problems in the field of foreign-trade education as demand and supply and accepted practice become more clearly defined. The study outlines in this bulletin have been prepared with the idea in mind of meeting the need for certain routine courses easily within the comprehension of senior high-school students; for courses adapted to the requirements of adult workers who have the equivalent of a high-school education; for courses adapted to the requirements of more mature and experienced groups who are capable of doing college or graduate work. While these courses are not intended primarily for all-day college courses, it is hoped that colleges may find helpful suggestions in this bulletin that will contribute toward the establishment of a more effective type of foreign-trade education.

Part-Time Courses for College Students.

What has been said with regard to part-time courses for high-school students will apply equally well to college students, if the difference in their age and experience is taken into consideration.

Many college students earn a part of their expenses by doing afternoon, evening, and vacation work. If such a student is studying foreign trade, he will be eager to make a contact with the actual things which go on in a foreign-trade office. He thus becomes excellent material which the business house may draw into its ranks.

Examples of Successful Part-Time Courses.

The University of Cincinnati has been quite successful in working out a part-time cooperative plan of work for its engineering students. While it may be a little more difficult to do this for commercial students, a similar plan is being put into operation for this group.

The National City Bank of New York has made a notable success in taking college students and preparing them for successful careers, either in banking at home or in its branch offices abroad.

A plan by which American students could find employment in offices in foreign countries would be a great stimulus to interest in foreign-trade study and would result in giving us a personnel thoroughly trained for effective work.

Time Required for Foreign-Trade Courses.

These courses are laid out as short unit courses. It is clearly recognized that most people who are at work during the day have a limited amount of time and energy at their disposal for study.

It is therefore recommended that in most classes in these subjects for those employed during the day the instruction be limited to three sessions per week for two hours each. Two hours a week may be devoted to language study and practice. Home work on documents, language, map drawing, and study should be expected. This plan gives six hours of classroom work per week, with as much

additional home study as possible. At least the same amount of time should be spent in outside preparation as is spent in class work. While three evenings a week are suggested, it is recognized that some groups will not be able to meet three times a week. Some groups may find it possible to come together but once or twice a week. In such cases a longer time will be required to finish these unit courses.

It is difficult to make anything more than a very general suggestion with regard to the length of time such courses should be pursued. A group of younger students may well need to pursue one of these courses through a year's time—that is, through 30 weeks of 4 hours each. Other groups, made up of more mature students, can easily complete most of the courses in half this time, or 15 weeks, and occasionally some will be found capable of completing certain courses in even less time than this.

Grouping of Courses.

As to which courses had best be grouped together, and how, is again a matter subject to wide variation, and only a general suggestion can be made here.

The basic courses, Group I-A, as outlined on pages 29 to 41, generally should be taken first. Perhaps on the average a half year, or 15 weeks, for each course will be found sufficient to complete it satisfactorily.

Certificates of Completion of Foreign-Trade Courses.

It will be advantageous to have some established form of certificate of proficiency which the student who has satisfactorily completed the courses of study outlined by the bulletin will receive. It is therefore suggested that a uniform certificate be adopted which will show clearly the following information: Exactly what the courses have been; the student's grade; the number of hours per week; the number of weeks; and finally any remarks. Under "Remarks" should be added the name of the teacher under whom the student took this particular course. There should be a statement of the amount of practical work, the nature of the same, and the quality of its performance, signed by the firm concerned.

The original certificate should be on parchment paper and of the approved diploma style. In addition, there should be a number of duplicates in the same form, but not the same kind of paper, which can be filled in on the typewriter with carbon and which will be certified true copies of the diploma. The student, upon completion of the course, may be in search of a position with a foreign-trade firm. If he has a certified copy of his diploma which gives full information regarding the courses that he has taken, he can use it in applying for a position. The Bureau of Foreign and Domestic Commerce will be pleased to receive such certificates to file with its lists of candidates.

OUTLINES OF COURSES: GROUP I.

Group I, Course A-1.—SALES PRACTICE.

The problem of finding a market for his goods abroad is nearly always present to the manufacturer or exporter. In order to meet it successfully he must constantly study the possibilities of the foreign field and the most effective way of reaching it. He must not only be intelligent regarding his own methods and those of his competitors at home but likewise of competitors abroad. The study of the practices involved in meeting the foreign field is therefore fundamental.

Any study of foreign trade must commence not only with the actual technique involved in its execution but with a clear understanding of the various sales channels which are used in oversea commerce. It should be the object of this course, as far as possible and in as practical a manner as possible, to make clear to the students the various selling methods which are being used successfully by different classes of American exporters. The work may well consist of readings, discussions, and problems. The instructor should lead the discussion and promote independent contribution of information on the part of the students. The students, from previous experience in the business or from their part-time work, should be able to contribute much information of a specific character on the subject with which they are familiar. One or more distinct problems in marketing certain lines of goods abroad should be placed early before the group and reports and criticisms be received in time for ample discussion.

OUTLINE OF COURSE.

- I. Survey of sales problems:
 - Sources of information, trade channels, financing, and shipping.
 - Formulating an export policy.
 - Suggested method for beginners.
 - Successful American methods.
 - Methods employed by our competitors.
- II. Study of the market:
 - Exporters advise "study the market."
 - Typical studies by experts.
 - Comparative study of supply and demand.
- III. Direct sales problems:
 - Organization and methods of the United States Steel Products Co.
 - Organization and methods of the foreign-sales department of the International Harvester Co.
 - Direct sales of agricultural implements in Argentina.
- IV. The export middleman:
 - Functions—
 - Types of export middleman.
 - Development of an export house.
 - Economics effected by the middleman.
 - The work of an export house.
 - The middleman as a merchandiser.
 - The middleman in the German organization.

IV. The export middleman—Continued.

Market conditions favoring middlemen—

Trade factors in the Colombian market.

Established conditions entrench the middleman in China.

Advantages of trading companies in primitive markets.

V. Agents and agencies:

Agencies as trade channels—

Agency problems.

Cautions in granting agencies to foreigners.

Selling goods through local agents.

Granting agencies to export merchants and commission houses.

Agencies in selected markets for selected lines—

Functions of a local agent.

Factory representation versus local dealers.

Local dealers control market.

Exclusive agencies in a limited market.

VI. Traveling salesmen :

Salesmen and their functions—

Definition of salesmanship.

A survey of the problem.

The personal factor in foreign trade.

"Simpatico."

Combination salesmen.

Problems of salesmen in selected markets—

Sales in a distant and limited market.

Sales to dealers in a near-by market.

VII. Correspondence, catalogues, and advertising :

Correspondence—

Correspondence with Latin America.

Trying out a market by mail.

Trade value of a signature.

Following up trade opportunities.

Cooperation with consuls.

Catalogues—

Preparation of catalogues.

Translation of catalogues.

Distribution of catalogues.

Effective use of catalogues.

Mail-order trade.

Advertising—

Advertising mediums used in the export trade.

Advertising in Latin America.

Variation of the problem with the market.

VIII. Export combinations :

Combinations necessary to meet foreign competition.

Suggested methods of cooperation in foreign trade.

An example of cooperative foreign selling.

IX. A contrast of markets for American hardware :

Markets for American hardware in France.

Brazilian markets for American hardware.

Australian markets for American hardware.

Far eastern markets for American hardware.

X. Factors affecting marketing of electrical goods :

Influence of tariff and sentiment in New Zealand.

Influence of investments in Peru.

Influence of American standards in Cuba.

XI. Miscellaneous sales factors :

Effect of nationality upon foreign trade.

Effect of established trade connections.

Professional education and its relation to foreign demands.

Effect of physical conditions on demand.

Foreign trade-mark requirements.

Conditions within an industry and their relation to foreign trade.

XII. Terms of payment :

Credit and credit information.

Business man's part in foreign exchange.

Financial documents.

XIII. Terms of delivery:

- Advantages of c. i. f. quotation.
- Quotations illustrated.
- Efficiency in handling export orders.
- Packing for export.
- Transportation routes.

XIV. Tendencies in economic reconstruction:

- Part 1. Extension of Government participation in trade and industry.
- Part 2. Control over essential products.
- Part 3. Economic alliances.
- Part 4. Preparation for after-war period.

XV. Export-trade aids:

- Part 1. Government agencies.
- Part 2. Export-trade associations.
- Part 3. Chambers of commerce.
- Part 4. Miscellaneous activities.

TEXT.

No textbook on this subject had been prepared by private publishers, and it was found necessary by the Bureau of Foreign and Domestic Commerce and the Federal Board for Vocational Education to compile material for use in giving this course. This has been done by Dr. Guy Edward Snider, according to the ideas of the authors of this bulletin, in a book entitled "Selling in Foreign Markets," Miscellaneous Series No. 81. It may be purchased from the Superintendent of Documents, Washington, D. C., for 50 cents.

The readings here collated with explanatory notes are chiefly the testimony of business men on the methods they have found effective and the reports of experts on the methods employed in various markets. Obviously the methods will vary not only as between lines but also in the various markets. Students should have notebooks in which the readings are analyzed and classified, first, according to the class of goods to be marketed; second, the functions of the various trade channels; and third, the factors in the foreign markets which affect the method of contact.

REFERENCES.

- Exporting to Latin America, by Filsinger.
- Latin-American Yearbook for Investors and Merchants.
- Principles of Foreign Trade, by Savay. Ronald Press.
- Encyclopedia of Latin America. Wilcox & Rines.
- Direct Exporting, by Wyman (Business Training Corporation set).
- Practical Exporting, by Hough.

Group I, Course A-2.—DOCUMENT TECHNIQUE, OR FOREIGN-TRADE PAPER WORK.

The ordinary routine work of an office engaged in foreign trade is concerned chiefly with the clerical handling of the papers or documents. The young man going into such an office is put to work filling out such papers, clearing them through the office, filing them, and other such routine matters. A knowledge of what these documents are, how they are dispatched, and a proper appreciation of the necessity of exceeding care in handling them lies at the very foundation of the business in that office.

It is for this reason that such work is taken up here as the first course. Although every exporting or importing house has its own documents and forms, there are certain documents which are generally

used throughout the entire business of exporting and importing. An understanding of these documents, their uses, and the meaning of all the fine print and phrases which are on them will be the necessary basis for an understanding of the documents used in any particular business house or foreign office.

The necessity for an understanding of the detail of the document technique or paper work is generally conceded. It is also one of the subjects most difficult to teach. It has been found in the past that a descriptive course of lectures did not get very far. In the learning of the intricate detail of foreign-trade-document technique, it is necessary to apply the well-known principles of "learning by doing." It will be the aim of this course to accomplish this. The course therefore should be planned so as to provide for discussion during a part of the lesson period and actual practice in handling and filling out documents in the second part of the period. It is difficult to describe a document and to follow all the phrases and clauses on it unless each student has a copy of it in hand. Therefore, in order that each student will have a copy as nearly like what he would actually use in business, he should, wherever possible, secure from a business house the actual forms used and fill them in properly, as a part of his preparation for class meeting.

The mere filling in of the document with no further attention to its meaning or use would be of little value. It is this limitation which makes the average clerk little more than an automaton who mechanically fills out certain blank spaces in certain yellow or blue slips. It is necessary to go over carefully each document in the classroom and not only explain the use to which it is put and how to fill it out, but to explain, as far as possible, within the limits of this course, its commercial and legal aspects and the importance of some of the fine print. After this has been done it is then possible to show the student how to make out the document. By actually filling in the form under discussion, the student will learn more about it and fix in his mind the discussion concerning it.

As will be seen by the outline, the course consists of a series of discussions, each one handling a particular phase of the export shipment. The individual chapters are written by specialists in the particular field with which the chapter deals. In order to give continuity to the course, four or five typical shipments should be followed through from the beginning to the end.

Although the typical shipments should extend through the course, it is necessary to illustrate many features by other documents. These documents may cover the point in question in the chapter and have no connection with the typical shipments mentioned above. In other words, there are two classes of documents—those which belong to four or five typical shipments, and as many other loose or odd documents as the instructor may deem necessary to make clear his discussion.

The last lessons of the course may well be devoted to making hypothetical shipments from beginning to end, utilizing the knowledge acquired earlier in the course. These problem shipments, which are to be made on the documents which the student himself is to fill in, may well run throughout the course and, in addition, there may be other problems involving the use of any one document in any par-

ticular case. It will tax the ingenuity of the teacher to bring together the factors in this work in order to give continuity to the problems and to the shipments. With the basic principles clearly in mind, this may be more easily accomplished.

OUTLINE OF COURSE.

By Dr. G. E. SNIDER.

- I. The inquiry :
 - Nature of an inquiry.
 - A typical inquiry.
 - Description of the goods.
 - The quantity.
 - The price.
 - Time of delivery.
 - Terms of payment.
 - Examples of typical inquiries.
 - Use of cable codes.
- II. The quotation :
 - Organization of an export house.
 - Ascertaining customer's financial responsibility.
 - Purchase of goods for export.
 - Computation of transportation charges.
 - Determination of c. i. f. quotation.
 - Forms of quotations.
 - Notes of manufacturer's reply.
 - The manufacturer's records.
- III. The "firm" order :
 - Conditions of the sale.
 - Definition of terms.
 - Confirmation of the order.
 - Contents of a model order.
 - Formal acknowledgment of orders.
 - Note (indent merchants).
- IV. The purchase order :
 - Government permits.
 - Placing the order.
 - Analysis of order—
 - Shipping instructions.
 - Description of the goods.
 - Packing.
 - Marking.
 - Time of delivery.
 - Specimen orders in other transactions.
- V. Shipment to seaboard :
 - Preparation of rail shipments.
 - Form of bill of lading.
 - Free lighterage.
 - The bill of lading as a contract.
 - The different bills of lading.
- VI. The foreign-freight forwarder :
 - Operations of freight forwarders.
 - Instructions to the forwarder.
- VII. Shipping procedure :
 - Summary forwarding operations.
 - Placing goods aboard vessel.
 - Shipper's export declaration.
 - Shipment on "through" bills of lading.
- VIII. Ocean bills of lading :
 - Preparation of ocean bills of lading.
 - Payments of freight charges.
 - Conditions of the transportation contract.
- IX. Marine insurance :
 - Risks covered by marine insurance.
 - Terms and conditions of policies.

X. Consular invoice:

Invoice regulations of Cuba.
 Invoice regulations of Brazil.
 Invoice regulations of France.
 Invoice regulations of Japan.
 General rules for invoicing export goods.

XI. The financial papers:

Bills of exchange.
 Documents accompanying bill of exchange.
 Discounting drafts under Federal reserve act.

XII. Practice upon papers for complete transactions.**TEXTS.**

As no text was available for use as a basis for practice study in this course, it was necessary to prepare one. Dr. Guy Edward Snider was engaged by the authors to carry out their ideas of a text and practice forms. This text and set of forms are being published by the United States Bureau of Foreign and Domestic Commerce in a volume entitled "Paper Work in Export Trade," Miscellaneous Series No. 86, and may be purchased from the Superintendent of Documents, Washington, D. C. (Ready about Feb. 1, 1920.)

REFERENCES.

Encyclopedia of Latin America. Wilcox & Rines.
 Foreign trade books, by Dr. E. E. Pratt. Business Training Corporation.
 Practical Exporting, by B. Olney Hough. Johnston Export Publishing Co.
 American Methods in Foreign Trade, by Vedder.
 Exporting to Latin America, by Filsinger.
 Principles of Foreign Trade, by Savay. Ronald Press.

Group I, Course A-3.—THE COMMODITIES OF WORLD COMMERCE.

The importance of commercial geography in connection with the study of world trade is fundamental. Without an adequate knowledge of the great commodities that enter into international trade, the conditions under which they are produced, and how they are exchanged between different countries, one would not be able to grasp the fundamental reasons for foreign trade.

As a people we have, heretofore, been largely absorbed in developing our natural resources and have, therefore, had relatively little direct contact with other peoples. This has made us provincial to some extent. As a result of the great World War and the influences affecting international commerce, we must know, as never before, the geographical influences underlying the production of the raw materials of commerce and the distribution of these materials through the markets of the world.

It is here assumed that the student has studied the principles of geography and therefore has a fair grasp of the physical factors at work upon mankind. If not, he should take up one of the standard books mentioned below and make a study of these physical factors. It is likewise assumed that the student will have a fair knowledge of place geography. The names and locations of the famous commercial cities of the world, however, should be brought into a running description here; where they are, what they export, their main imports, and what country or region is commercially tributary to them.

This will fix the place and "personality" of all the principal commercial centers of the world.

Adults already familiar with many parts of the material here presented are cautioned against assuming that they do not need to review the field and make themselves familiar with all the recent developments due to modern conditions. It is a new world in many respects that we are living in, and the man who wants to be broadly intelligent with regard to foreign-trade conditions needs to know the geographical factors as they exist to-day. If one has just completed a good modern course in commercial geography within the last year or two, possibly he will not need to review the subject at this time, but the fact that one studied this subject 10 or 20 years ago is no reason why he can not study it to-day to great advantage. The adult man by going carefully over such material can get not only new information, but ideas and suggestions which would not come to him otherwise.

The amount of accurate knowledge of this kind needed by the leaders in world commerce is very extensive. Not long ago Mr. James A. Farrell, president of the United States Steel Corporation, himself a constant advocate of training for foreign service, was testifying before a congressional committee concerning the sale of his products abroad. Mr. Farrell's familiarity with distant places and conditions and factors entering into foreign commerce was nothing less than surprising. He handled such facts with the familiarity of a professor of commercial geography, and yet he is a business man with many other things occupying his attention.

For the reasons mentioned above, this course should be limited to a study of commercial or economic geography, commercial products, and commercial countries. The emphasis should be upon such products and commodities as are of importance in international trade. The course should also touch upon such subjects as markets, trade channels, transportation systems, manufacturing industries, and the general economic conditions that give rise to international trade.

STUDY SUGGESTIONS.

There is room for some difference of opinion as to whether commercial commodities should be studied as products of the world in general or as of individual countries. In any given extension foreign-trade class much will depend on the education and experience of the members. It must be distinctly understood that a course in the commodities of commerce is essential, and that such a course is not an alternative method of teaching commercial geography by countries, taken up one at a time. The usual commercial geography course is essential and may be considered as a foundation or prerequisite to, but not a substitute for, the study of commodities of world trade.

Even though the instructor may not consider it necessary to take up in this course all of the chief commodities of commerce, he may wish to emphasize the main divisions at this point. They are: (1) The products of the forest; (2) the products of hunting and fishing; (3) the products of grazing lands; (4) the products of farm, orchard, and garden; (5) the products of mines, quarries, and wells; and (6) the products of factories.

Interest in such commodities centers around where and why they are grown and produced, how they are gathered up and distributed in trade markets, and how they are consumed by countries to which they are sent in exchange for things not produced so well by those countries.

It might be a good plan for those who wish to use the commercial divisions method of presenting this subject to have each student write a thesis on some one commercial product. This would require a certain amount of research work and give the student not only valuable practice in the preparation of a business report, but also a thorough knowledge of some one commodity in which he may be particularly interested. In the making of such a commodity report the following suggestive topical outlines of two important commodities, prepared by Prof. J. Paul Goode, of the University of Chicago, may be helpful:

Sugar:

1. Historical sketch of the rise of sugar.
2. Plant characters of cane.
3. Climate and soil required for cane.
4. World's producing areas; as related to climate, soil, labor, transportation, and market facilities.
5. A survey of the farmer's problems—planting cultivation, harvesting, preparation, marketing.
6. Historical sketch of the rise of the beet.
7. Changes in character of plant under domestication.
8. Soil and climate required.
9. Beet areas in Europe and America.
10. Rise of the beet in America.
11. Sugar refining and marketing the final product; location of refineries.
12. Uses of sugar; their influence on commerce.
13. Output of sugar by the important producing regions.
14. Government interest in the sugar industry, in Europe and America.
15. The future of the sugar supply.

Iron:

1. The qualities which make iron and steel valuable.
2. The significance of iron in the civilization of the race.
3. Chief iron-producing regions of the world.
4. Methods of winning the ore: In Minnesota, in Sweden, in Spain, and other countries.
5. Problems in transportation of the ore; the question of limestone and coke.
6. The phosphorus question and steel-making processes.
7. Present rank of regions producing iron and steel: A geographic interpretation of their relative importance.
8. The price of steel since 1850, and the significance in industry and trade of cheap steel.
9. The trust control, and the development of Government interest in steel manufacture.
10. Estimates of the world's total stock of ore, and the significance of the location of the ore bodies.

STAPLE COMMODITIES OF WORLD COMMERCE.

To teach the origin and disposition of the chief commodities of commerce without confusing the student as to the relative importance of various places, it is best to teach by the use of statistics geographically presented and also by maps. Therefore, the laboratory method is very well adapted to the teaching of commercial geography. This method has the advantage of the well-tried method of "learning by doing". If for each world product the student is required to locate on the map all the important places involved, these places will be for-

ever associated in the memory with such product. Simply lecturing about the product in a descriptive way will not be effective. The student should work with the maps and statistics. The relative importance of the various producing, exporting, and importing countries will likewise be understood if this method of instruction is followed. To make the laboratory method as effective as possible students should use a permanent notebook. This notebook will be made up of outline maps and simple graphs.

The laboratory method, in addition, will teach the student where to go to look up statistical facts and how to use these facts and present them in such a form that all can understand their relative importance and significance.

No course puts as much work on the instructor as this course does. To make the discussion animated, interesting, and instructive and to carry it beyond the confines of the textbook, it will be necessary for the instructor to make definite preparation for each lesson by reading widely in the field which his course covers.

OUTLINE OF A COMMODITY STUDY COURSE.

According to J. RUSSEL SMITH.

(NOTE.—Four class hours for each group is considered a minimum. This would mean two hours a week for two 15-week semesters.)

- I. The instructor will outline the essential features of the subject and develop his plan for conducting his class work. He should try to discover as much as possible about his students so that he may make the course as valuable as possible. Next assignment: The cereals. (Assign one or two topics only to each group of students.)
- II. The cereals:
Wheat, rye, oats, barley, buckwheat, rice, millet, and sorghum, corn, and their products.
- III. Starch foods:
Potatoes, sweet potato, cassava, banana, manufactured starch, sago.
- The animal industries:
Swine, cattle, hay, dairy farming, dairy substitutes, sheep and wool, draft animals, poultry, and small animals. (Make map of egg areas of the world.)
- IV. Vegetable, fruit, and wine industries:
Apples, peaches, canning industry, dried fruit industry, figs, dates, the grape, sugar beet, sugar cane.
- V. Coffee, tea, cocoa, spices, tobacco.
- VI. Iron and steel:
Iron ore, pig iron, steel.
- VII. Iron and steel (continued):
Dependent industries and machinery manufactured for export.
- VIII. Coal and water power:
Coal, coke gas and by-products, water power, petroleum.
- IX. Fisheries, lumber, and paper:
Fisheries, American coast and open sea, sealing, oysters, etc., clams, sponges, and pearls.
- X. Cotton, cotton by-products, and cotton textiles:
Cotton areas and production, cotton by-products, cotton spinning and weaving.
Textiles, production and markets.
- XI. Wool, silk and other textiles:
Wool, woolen goods, silk, silk goods, flax, linen, hemp, jute.
Clothing trade, Paris goods, etc.
- XII. Leather, leather goods, hides and pelts; boots and shoes; rubber and rubber goods:
Hides and skins, sources and trade, tanning industry, shoe manufacturing, glove manufacturing.
Rubber, supply; plantation rubber; rubber goods.

XIII. Machinery and shipbuilding:

Leading machine exporting countries, agricultural machinery, carriages, wagons, and automobiles, machinery for manufacturing and machine tools.

Railroad equipment; shipbuilding (must be brought up to date). Manufacture of novelties.

XIV. Chemicals, raw and manufactured materials:

Fossil phosphates, potash, nitrates, soap-making materials. (To be extended and detailed by the collateral reading and by the instructor.)

XV. Building materials, pottery, glass, metals, etc.:

Brick, building stone, limestone, marble, cement.

Pottery, porcelain, and glass.

Copper, tin, aluminum, gold and silver, diamonds, lead, and zinc.

TEXTS AND REFERENCES.

There are many textbooks of value in this course, some being organized on the commodity basis while others treat commodities as subordinate to the countries in which they are produced. The above outline follows that of J. R. Smith, "Industrial and Commercial Geography, Part I" (Henry Holt & Co.), in which the treatment is based on the commodity, but the same author has written "Commerce and Industry" to present the material with the country as the basis of discussion.

Whatever text is used should be supplemented by (1) atlases, (2) Government publications on commercial subjects, and (3) books on particular commodities.

REFERENCES TO ATLASES.

Commercial Wall Map, by Goode. Rand, McNally & Co.

Business Atlas of Economic Geography. Hammond & Co., New York.

Notebook of Construction Work in Commercial Geography, by Kahn. Historical Publishing Co., Topeka, Kans.

Geography of the World Agriculture. Department of Agriculture. Superintendent of Documents (\$1).

The classroom should also be provided with a globe.

REFERENCES TO GOVERNMENT PUBLICATIONS.

Yearbook of the Department of Agriculture.

Mineral Resources of the United States. Published annually in two volumes by the U. S. Geological Survey.

Statistical Abstract of the United States. Published annually by the Bureau of Foreign and Domestic Commerce.

Commerce and Navigation of the United States. Published annually by the Bureau of Foreign and Domestic Commerce.

Report of the National Conservation Commission, 1908. At present unavailable; summarized in Conservation of Natural Resources, by Van Hise.

Abstract of the Thirteenth Census.

There is a great wealth of information in the special reports published by the various Government departments and bureaus, especially the Bureau of Foreign and Domestic Commerce, the Department of Agriculture, the Geological Survey, the Forest Service, the Bureau of Fisheries, the Tariff Commission, the Commissioner of Corporations, the Pan American Union, etc. Previous publications can be reviewed and current ones noted in the Monthly Catalogue of United States Public Documents, issued by the Superintendent of Documents (50 cents per year).

Group I, Course A-4.—FOREIGN CORRESPONDENCE.

Doing business by mail has come to be of tremendous importance in modern commercial life. Hundreds of letters can be sent and are sent to a prospective customer to one salesman who is sent to call on him. These letters get a firm into touch with hitherto unknown prospects; they develop relationships, effect sales, take care of collections and adjustments, and extend the relations of the house almost indefinitely.

Such letters either kill or win business. If written with knowledge, sympathy, and tact they are of tremendous help in building up the prestige and good will of a house; if handled in a slipshod, routine manner they jeopardize at every turn the very bases upon which an extension of business and good relationship depend. It behooves us, therefore, to study the subject of foreign correspondence with a due appreciation of the very important part which it plays in foreign trade.

The following outline is offered as a possible suggestion, but may be amplified or otherwise varied in accordance with the instructor's material and plans.

OUTLINE OF COURSE.

By Dr. R. S. MACELWEE.

I. Some principles of foreign correspondence:

Letter must carry complete story, as no questions of interpretation can be asked, due to length of time in transmission.

Attitude of mind toward foreign letter different from that toward domestic letter.

Domestic-correspondence office runs on capacity per day; foreign-correspondence office on completeness and accuracy of message.

Environment of foreign customer must be visualized. This requires knowledge of his methods of life and methods of doing business.

It is necessary to think the subject matter through and to outline the letter, constructing it with care.

Foreign customer affronted by an American snappy letter. This differs in degree according to the country. Chileans enjoy being snappy, while Colombians tend toward the manners of the grandees of old Spain.

II. Mechanical handling of correspondence:

This requires closest attention.

All letters should go to export manager's desk.

Envelope of letter received should be attached to the letter.

Domestic stationery should bear "Export department," "Codes," and "Cable address."

All outgoing foreign correspondence should be prepared with special envelope.

Knowledge of postal rules and regulations.

Use of International Postal coupons.

III. Language question:

Unless letter can be written by native of the country or one who has mastered the language as well as a native, letter should be in English.

Difficulty of translations.

Difference in size and location of firm important.

Large merchandising houses may prefer English.

Smaller interior towns should receive letters in their own language.

IV. English in foreign correspondence:

English differs from one English-speaking country to another.

These differences may lead to grave misunderstandings or offense.

Particularly American slang and Americanisms should be avoided in writing to English-speaking countries.

Effort should be made to write their way.

V. Form of letters:

Mimeographed form letters inadvisable.

The signature should be above the signator's name in type.

The signature should be that of an authorized officer of the company.
Neatness and exactness in letters are important.

VI. Registered letters:

When and where to use them.

VII. Inquiry:

The use of personal reference in the inquiry as "a friend of mine."

Bona fide personal contact or introduction of great value.

Inquirer should tell as much as possible about himself and his business.

Frankness is good policy.

The necessity of looking up inquirer's reference before making quotation.

VIII. Replying to inquiries:

Such letter should go into considerable detail. For example, in reply to an inquiry regarding an agency, details should be given as to lines carried; methods of doing business; extent of territory; nearest agent or house handling the line; amount of work necessary to handle the line; and terms.

IX. Sales letters:

Description of the product must not be technical, except where it is a sales argument. The prime object is to describe the product in regard to its particular usefulness and quality. Its adaptability to serve the foreign prospect's use.

X. Quotations:

Letters or paragraphs quoting terms should be easily understandable. Trade jargon should be avoided.

All other factors affecting price must be included in quotations, as exactly what "f. o. b." means.

In quoting c. i. f., the f. o. b. American port price may be quoted, reserving the right to change price according to fluctuations in ocean rates.

XI. Follow-up letters:

Motive of follow-up letter should be bona fide and clearly stated.

A good, new argument should be introduced.

Length of time for transmission must be taken into account in follow-up.

Ample time should be allowed for the receipt of the prospect's reply before sending next follow-up.

XII. Use of letters as aids to agent or traveling salesman abroad:

Agent may furnish home office a draft of letter to be mailed to selected list.

A letter in advance of the traveling salesman from the home office to the prospect or customer is helpful.

In a new district such letter should tell about the personality of the salesman, what he has done, what clubs he belongs to, etc., to introduce the salesman personally, and to aid in establishing the personal equation.

Such letters must be carefully drawn according to the psychology of the people in the country, trade, and locality to which the salesman is going.

XIII. Collection and adjustment letters:

In foreign correspondence extremely difficult.

Any insinuation of unfair dealing must be avoided.

Exact facts should be presented in detail.

The "principle of the house" argument.

Sarcasm and facetiousness must be avoided.

XIV. Cablegrams and decoding of the same:

Various codes used.

Private codes.

Arrange code words in column on left with decoded phrase to the right.

Practice in coding and decoding.

XV. Practice chapters on language:

Take the manuals of correspondence in several languages, particularly Spanish, Portuguese, French, Italian, etc., and study the translations given in the book, or have members of the class familiar with the language in question translate difficult letters into English. Certain forms used in the business-correspondence jargon of various languages may be paraphrased in English in writing to that country, so that the English letter will carry the same tone or impression and will sound familiar to the foreign recipient.

REFERENCES.

So far as the writers of this bulletin know, there is no acceptable text covering the subject of foreign correspondence. Consequently, the instructor in this subject will have to draw his material from whatever sources are available. He should, of course, make much use of examples of actual correspondence.

Practical Exporting, by Hough. (Chapters on correspondence.)
Exporting to Latin America, by Filsinger.

Effective Business Letters, by Gardner. Ronald Press.

Direct Exporting, by Wyman. Business Training Corporation.

Commercial Letters, by J. B. Opdycke. Henry Holt & Co.

Business Correspondence, by Harrison McJohnston. Alexander Hamilton Institute. (Modern Business, v. 12.)

Practical Business English, by Gallagher. Houghton, Mifflin & Co.

Pitman's Commercial Correspondence and Commercial English. A guide to composition for the commercial student and the business man. I. Pitman & Sons.

Pitman's Dictionary of Commercial Correspondence in English, French, German, Spanish, and Italian. I. Pitman & Sons.

The Foreign Traders' Correspondence Handbook for the use of British firms trading with France, Germany, and Spain, their colonies, and with countries using their languages, by James Graham. Macmillan & Co.

A book on foreign correspondence has been announced by the McGraw-Hill Book Co. to be ready about January 1, 1920. It is being written by Prof. Edward H. Gardner and Miss Lucy A. Goldsmith at the urgent request of the authors of this bulletin.

Group I, Course B-1.—PACKING FOR EXPORT.

The most complete general text on the subject of packing now available is "Packing for Export," Miscellaneous Series No. 5, issued by the Bureau of Foreign and Domestic Commerce in 1911 (sold by the Superintendent of Documents for 15 cents). It is based largely on the reports of United States consular officers throughout the world. The Bureau expects soon to revise and enlarge this publication to include in one volume much scattered data on the subject and also the experience and developments of recent years. Several important forthcoming publications are cited in the references on the next page.

OUTLINE OF COURSE.

By THOMAS R. TAYLOR.

I. Introduction :

Criticisms made of export packing.

Importance of proper packing; experiences during the World War.

Preliminary statement of the principles of packing.

II. Packing to secure safe delivery :

History of a shipment from producer to receiver.

Precautions against breakage, crushing, pilfering, moisture, heat, evaporation, frost, dust, vermin, etc.

Marking.

- III. Packing to economize in freight rates and handling charges:**
 - Handling charges from factory to railroad.
 - Railroad rates.
 - Handling charges at port of export.
 - Ocean freight rates.
 - Handling charges at country of destination.
 - Advantageous types of packing.
- IV. Packing to avoid customs excesses:**
 - Gross weights, net weights, legal weights.
 - Customs charges on mixed shipments, advertising matter, etc.
- V. Packing to suit the needs of the customer:**
 - Tastes of people in importing country.
 - Cost of unpacking and assembling.
 - Value of container to receiver.
- VI. Packing of dangerous goods to meet the requirements of law:**
 - Laws on dangerous goods for domestic shipment.
 - Laws relative to carriage of dangerous goods by sea.
- VII. Packing for geographic and economic types of countries:**
 - The tropics.
 - The polar zones.
 - Mountainous interiors.
 - Ports with inadequate facilities.
- VIII. Packing to economize material and labor—(A) The choice of container:**
 - Types of containers.
 - Choice of container depends on availability of material, product carried, destination, etc.
- IX. Packing to economize material and labor—(B) The packing department:**
 - Organization of a packing department.
 - Layout of a packing room.
 - Check system.
- X. Boxes and crates:**
 - Classification of boxes and crates.
 - Classification of woods.
 - Nailing, cleating, wiring, strapping, etc.
 - Layout of boxing room.
 - Box associations.
- XI. Baling:**
 - Sizes of bales.
 - Methods of forming articles in bales.
 - Compressing.
 - Banding, stenciling, etc.
- XII. Barrels:**
 - Standard barrel law.
 - War Department specifications for barrels.
 - Interior coating.
- XIII. Patent containers:**
 - Types of patent containers.
 - Adaptability to special commodities.
- XIV. Miscellaneous types of packing:**
 - Packing of pottery, plumbing articles, rugs, machinery, etc.
- XV. Review.**

REFERENCES.

- Packing for Export, Miscellaneous Series No. 5, Bureau of Foreign and Domestic Commerce. Revision to be published.
- Manual for Packing Army Supplies, to be published shortly by the standardization branch of the purchase, storage, and traffic division, General Staff, War Department.
- Stowage of Ship Cargo, to be published by the Bureau of Foreign and Domestic Commerce.
- Regulations for the Transportation of Explosives and Other Dangerous Articles by Freight and Express. Interstate Commerce Commission.
- Practical Exporting, by B. O. Hough. Published by the American Exporter, New York.

Group I, Course B-2.—FOREIGN ADVERTISING.

Americans are great advertisers. We do more in this line than any other people in the world, yet when it comes to the foreign field we have not been very alert. We have been inclined, rather, to place greater dependency upon salesmen and other direct agencies.

Reaching foreign prospects by advertising, however, is perfectly feasible and will play a constantly increasing rôle of importance. One of the features which it will be necessary to emphasize is the psychology of advertising as it applies to different peoples. Great skill is needed in order to bring our goods and services to foreign consumers in a way that will influence them favorably. This may not be just exactly the same way which the skilled advertiser would use to reach the buyer here at home.

Emphasis, therefore, should be laid upon the kinds of goods suited to any individual market, the customs and habits of the people, the form and composition of the printed appeal, and the most successful means generally employed in foreign advertising.

It goes without saying that ordinarily the advertiser will use the language of the reader and will take exceeding care to see that his ideas reach the reader in the form most likely to create a favorable impression. Where the advertising campaign is to be followed by salesmen's efforts, this fact may well be mentioned in the advertisement itself. The main endeavor, however, in the advertisement is to create a desire for the particular goods being advertised and to build up the good will and prestige of the house that has them for sale.

OUTLINE OF COURSE.

After some attention has been paid to the points in which general advertising principles and policies in foreign countries differ from those at home, attention might well then be given to the following main divisions:

I. Survey of the field:

A close study of the field to be covered by the advertising campaign must be made from the viewpoint of the advertiser. The knowledge of the general conditions of the field in question is necessary as a background. In addition to this general knowledge, such matters as the following must be considered from the advertising viewpoint: (1) Racial characteristics, (2) pride and prejudices, (3) general national psychology, (4) seasons, (5) climate, (6) currency, (7) metric system, (8) distances between consumer and seller, etc.

Three points in particular are outstanding: (1) Purchasing power, (2) literacy, (3) percentage of urban and rural populations.

II. Local advertising practice:

The state of advertising in the country under consideration and in the locality to be reached—

Consumer advertising.

Dealer advertising, and assisting the dealer.

III. Newspaper media:

Great dailies—

Morning papers.

Evening papers.

Sunday editions.

Secondary papers.

Small sheets (local papers).

Weeklies.

Monthly magazines, etc.

Their appearance, character, influence, circulation, clientele, size, quality of paper, general appearance, and other characteristics.

Individual experience of advertisers.

IV. Copy:

- Copy in regard to localisms.
- Dangers of the "direct command."
- Dangers of translations.
- Custom of the country regarding fixed prices.
- Illustrations and engraving.
- Commercial artists, their quality, remuneration, etc.
- Duties and formalities in sending plates or clichés prepaid.

V. Advertising rates:

- Local and foreign rates.
- Differences of opinion between foreign publishers and American advertisers. Details of contract for advertising and the fulfillment of contracts.

VI. Advertising agencies:

- Foreign advertising agencies.
- Publishers' agents.
- Standards of practice, if any.
- The local situation.
- Advertising agencies in the United States.
- Need of cooperation for united effort in foreign fields.
- (The general function of the advertising agency should be entered into here.)

VII. Public conveyances:

- Street-car, subway, and other public-conveyance advertising.
- Kinds of posters and cards displayed.
- Sizes of cards or posters.
- Location.

Uniformity of frame or board, or lack of uniformity.

VIII. Outdoor advertising:

- Railway-station advertising.
- Handbills.
- Posters on walls.
- Billboards.
- Regulations governing pasting of bills, if any.
- Electric signs.
- Novelties.
- Use of novelties, calendars, and other specialties.

IX. Trade-marks and copyrights:

- The necessity of protecting trade-marks and copyrights in foreign countries.
- International Trade-mark Bureau at Habana.
- Methods of procuring trade-marks and copyrights.

X. Direct-by-mail methods:

- Preparation of sales letters.
- Postage.
- Duties on letters or catalogues in bulk.
- Use of parcel post, etc.
- Use of form letters.
- Directories and mailing lists.

XI. Catalogues:

- The foreign language catalogue.
- The necessity of care to assure expert translations.
- Polyglot of many catalogues.
- Bilingual catalogues.
- The policy of printing prices in the catalogue, and other details of this nature.

XII. American export trade journals as media. (See particularly Cuban reports.)**XIII. Motion pictures:**

- Industrial films.
- The possibility of this development.
- The extent of the use of motion-picture houses, the nature of films shown, and the extent of the use of educational films in schools, churches, lodges.
- Motion pictures as an outside or open-air media.

REFERENCES.

So far as the writer of this bulletin knows, there is no adequate text dealing with the subject of foreign advertising. There is much material on the subject, however, scattered through various publications. Among these may be mentioned the following:

Advertising and Selling Practice, by Opdycke. A. W. Shaw Co.
 Advertising Campaigns, by Martin. Alexander Hamilton Institute.
 Advertising Principles, by de Bower. Alexander Hamilton Institute.
 Exporting to Latin America, by Filsinger.
 Principles of Foreign Trade, by Savay.
 Encyclopedia of Latin America. Wilcox & Rines.

Mr. J. W. Sanger, trade commissioner of the United States Bureau of Foreign and Domestic Commerce, has made a study of advertising methods in Latin America and is now in the Far East upon a similar study. His reports are being published by the Bureau. The first, dealing with "Advertising Methods in Cuba," was published as Special Agents Series No. 178, price 10 cents. "Advertising Methods in Chile, Peru, and Bolivia," is Special Agents Series No. 185, price 10 cents. "Advertising Methods in Argentina, Uruguay, and Brazil," Special Agents Series No. 190, is in press.

Group I, Course B-3.—FOREIGN EXCHANGE.

The purpose of this course is to explain the means by which goods sold abroad or imported from abroad are paid for. It is intended to help merchants and manufacturers, as well as young bankers, brokers, and others who have to do with the financing of our foreign trade.

The fundamental fact in international trade is that goods are exchanged for other goods, the balance being settled by the shipment of specie, by services, by the acceptance of foreign securities, or other obligations. A course like this attempts to explain the financial machinery necessary for carrying on these transactions. The close relationship of credits to the financing of imports and exports and the importance of collections should be made clear by both exposition and illustration. The growing importance of New York and other American centers in international financing, the position of dollar exchange, and the general relationship of the leading countries as a result of the war and the shifting of trade positions should be touched upon in conclusion.

OUTLINE OF COURSE.

- I. Introductory: What foreign exchange is.
 - II. Parts of exchange.
 - III. International banking.
 - IV. Sources of supply and demand.
 - V. The rise and fall of the exchanges.
 - VI. Principal rates of exchange.
 - VII. The different kinds of bills of exchange, bankers' and commercial.
 - VIII. Price relationship of the different kinds of bills of exchange.
 - IX. The foreign-exchange market.
 - X. Relationship of our own to the foreign money markets.
 - XI. The influence of money rates on the exchange market.
 - XII. Gold.
 - XIII. Bankers' long bills.
 - XIV. Import and export credits.
 - XV. Dollar credits.
 - XVI. Dollar and other drafts on foreign points.
 - XVII. Profit possibilities in foreign exchange.
 - XVIII. The silver exchanges.
- Converting United States currency into foreign currency and vice versa.

TEXTS AND REFERENCES.

- Foreign Exchange Explained**, by Escher. The Macmillan Co.
Domestic and Foreign Exchange, by Patterson. Alexander Hamilton Institute.
Foreign Exchange, by Brown. The Macmillan Co.
Financing, by de Lima and Santilhano. Business Training Corporation.
International Trade, by Brown. The Macmillan Co.
International Finance, by Withers. E. P. Dutton & Co.
Foreign Credits, by Wolfe. Special Agents Series No. 62, Bureau of Foreign
 and Domestic Commerce. Government Printing Office, Washington.
On Relation of Imports and Exports, by Peddie. Longmans, Green & Co.
Principles of Economics, by Taussig.

Group I, Course B-4.—OCEAN TRANSPORTATION.

This course is intended, primarily, for those who want to inform themselves with regard to the place which ocean transportation occupies in relation to foreign trade.

It has been said that there are three lines of policy open to the world in connection with its shipping. One is to have maritime independence on the part of each country, under Government control, or Government operation. The second is to have a restoration of the conditions of competition without the evil features of pooling and monopoly which characterized the years before the war. The third is to have, conceivably, a policy of internationalism in which the shipping supplies of the world may by agreement be apportioned by the nations according to some principle agreed on.

Some of the basic factors underlying these considerations will be developed in this course. It deals, practically, with the organization of ocean transportation services; the shipowner, or operator; the freight forwarder; the ship broker; and the shipper, and what he ought to know about ocean transportation routes, ports and terminals, freight rates, passenger fares, charter charges, cargo, insurance, and Government relations.

Courses dealing with the following aspects of shipping will be outlined in a subsequent bulletin: Steamship traffic management; merchant vessels; wharf management; marine insurance; laws of the sea; ship operations.

OUTLINE OF COURSE.

According to E. R. JOHNSON and G. G. HUMMER.

- I. History of the ocean carrier:
 - History and classification of sailing vessels.
 - Development of steamers.
 - Evolution of marine engines.
 - Evolution of the hull.
- II. Classification of steamers:
 - Steamships grouped by (a) service, (b) deck arrangements, (c) type of engine.
 - Unrigged craft.
- III. Ocean routes:
 - Factors determining the location of ocean routes.
 - Main ocean trunk lines—
 - North Atlantic route.
 - Suez Canal route.
 - South African route.
 - South American route.
 - Caribbean route.
 - North Pacific route.
 - Pacific coast-Australian route.
 - Panama Canal route.
 - Triangular route.

IV. Canals of commercial importance:

Suez Canal—Construction, traffic, distances saved by, military value.
 Panama Canal—Acquisition, construction, operation, economic and military value, traffic.

Kiel Canal.

Corinth Canal.

Inland maritime canals—Manchester, Amsterdam, Houston.

V. Measurement of vessels and organization of ocean freight services:

Measurement of vessels; displacement, deadweight, gross, net, and cargo tonnage.

Documented vessels.

Organization of ocean freight service—

Freight, passenger, mail, and express services.

Magnitude of ocean trade.

Kinds of freight transportation services.

Business administration of ocean freight service.

Port services and agencies.

VI. Papers and documents of ocean freight service:

Shipping or shipper's papers—Shipping permit, dock receipt, shipper's manifest, consular invoice, certificate of origin, nondumping certificate, exporter's invoice, statement of charges, memorandum note, ocean bill of lading, through or export bill of lading, charter party, import documents.

Ship's papers—Ship's manifest, bill of health, shipping articles, crew list, ship's register or measurement certificate, list of stores, inspection certificate, special documents, clearance of vessel.

VII. Passenger, mail, and international express service:

Passenger service—Features, volume, classification, methods of developing, immigrant traffic.

Mail service—Volume, costs, mail payments, parcel-post service, money orders.

Express service—Development, organization, documents, tariffs.

VIII. Marine insurance:

Necessity of marine insurance.

Liability of ocean carriers.

Classification and insurance societies and associations.

Marine risks and losses.

Insurance policies and certificates.

IX. Organization of ocean transportation:

Aspects of organization.

Evolution.

Consolidations.

Business organization of steamship lines.

Monopoly and competition.

Rates, traffic agreements, pools, and conferences.

Cooperation and combination of ocean and rail carriers.

X. Principles of ocean freight rates:

Ocean line freight rates, berth cargo rates, tramp steamers.

Supply and demand of tonnage and cargoes.

Ocean freight rates and passenger fares.

Earnings of ocean shipping.

XI. Federal aid to shipping and general navigation laws of the United States:

Federal aid—Purposes, methods, executive departments and bureaus.

General navigation laws of the United States—

Main features of the laws.

Administration of the laws.

XII. Governmental regulation:

Federal regulation of ocean rates—Navigation laws, interstate commerce act.

Aid and regulation by States and municipalities.

Port and terminal charges.

XIII. The mercantile marine policy of the United States, and Government aid to shipping and navigation in foreign countries:

History of shipping protection in the United States.

Present policies and their effect.

Government aid to shipping and navigation in foreign countries—

Great Britain, France, Germany, Japan.

Government-owned steamship lines.

- XIV. Condition of the American shipbuilding industry, and the American merchant marine in foreign trade:**
 Condition of the American shipbuilding industry—History, competition, effect of the World War, present conditions and prospects.
 Conditions of the American merchant marine in foreign trade—Early conditions, effect of Civil War, present conditions and prospects.
- XV. The merchant marine question:**
 The need for a merchant marine—Development of foreign trade, earnings, passenger and mail, national defense.
 Methods of developing the merchant marine—Experience of the United States and foreign countries.
 A suggested program.

TEXTS AND REFERENCES.

Principles of Ocean Transportation, by Johnson & Huebner. D. Appleton & Co.
Ports and Terminal Facilities, by R. S. MacElwee. McGraw-Hill Book Co.
Foreign Trade and Shipping, by Erick Zimmerman. Alexander Hamilton Institute.

British Shipping, by Adam W. Kirkaldy. Dutton.

Maritime Insurance, by Winter. McGraw-Hill Book Co.

Influence of the Great War Upon Shipping, by J. Russell Smith. Carnegie Endowment for International Peace. Oxford University Press.

Men on Deck, by Felix Riesenberg. Van Nostrand, New York.

The Merchant Marine Manual, by E. E. O'Donnell. Yachtman's Guide.

Ocean Shipping, prepared by the National Foreign Trade Council, New York City.

Government publications:

Jones, Grosvenor M.: **Government Aid to Merchant Shipping**, 260 pages. Special Agents Series No. 119. Government Printing Office, 1916. Price, 25 cents.

Study of Subsidies, Subventions, and Other Forms of State Aid in the Principal Countries of the World. Government Printing Office, 1916. Price 25 cents.

Arnold, Julean (Commercial Attaché): **Trans-Pacific Shipping**, 30 pages. Miscellaneous Series No. 44. Government Printing Office, Washington, D. C., 1916. Price 5 cents.

Report of the Commissioner of Corporations on Transportation by Water in the United States. Part IV, Control of Water Carriers by Railroads and by Shipping Consolidations, Dec. 23, 1912, 100 pages. Washington, 1913.

For bibliography of shipping write to the United States Shipping Board; also to the American Steamship Owners' Association, William M. Brittain, secretary, 17 Battery Place, New York, N. Y.

Group I, Course B-5.—PORTS AND TERMINAL FACILITIES.

A country's trade, both import and export, is conditioned upon the number and character of its ports and terminal facilities. The number of such ports, their character, and their facilities for handling foreign business in competition with other parts of the world, are of prime importance to a nation's over-sea trade.

This course is laid out for those who wish to make a detailed study of these subjects. It will deal with the kinds of ports, their functions, their storage and warehouse facilities, general charges, taxes, fees, and their general administration. The policy in regard to free ports will also be dealt with.

OUTLINE OF STUDY.

By Dr. R. S. MacELWEEN

I. The importance of ports and terminal facilities in the handling of foreign trade:

Terminology—

What is a terminal?

What do we mean by terminal facilities?

What is a port? wharf? pier? slip? quay? dock?

- I. The importance of ports and terminal facilities in the handling of foreign trade—Continued.
 - The relative importance and physical characteristics of the world's leading ports.
 - General characteristics of a well-coordinated seaport.
 - Freight movement at a port.
- II. Port competition for rail and maritime freight:
 - Geographical advantages in port competition.
 - The load factor.
 - Grain exports and freight rates structure.
 - Canadian ports in competition with New York and other American ports.
 - Gulf port competition.
 - Special port tariffs.
 - Import rail rates in the United States.
 - Freight solicitation.
- III. The harbor belt railway and competition at the terminals:
 - Railroad competition and terminal charges.
 - The harbor belt railway line in American ports; in European ports.
 - Separation of terminal charges from the line-haul rate.
- IV. Lighterage:
 - Lighterage at New York and other American ports.
 - Wharfage on lighters.
 - Waterside delivery by lighter at Hamburg.
 - New York-Manhattan lighterage.
 - Commerce of sections of the port at New York.
 - Free lighterage.
 - Needs for union lighterage service.
 - Cost of delivering railroad freight at New York.
- V. Cartage:
 - Cartage congestion at New York; Chicago.
 - Store-door delivery.
 - The vehicular tunnel.
 - The motor truck.
 - The union cartage idea.
 - The removable body.
 - Draying at Liverpool.
- VI. Piers, wharves, and quays and their equipment:
 - Engineering features.
 - Life of structure and obsolescence.
 - Fire risks.
 - Wharf equipment.
 - Calculation of necessary shed capacity.
 - Unbroken floor space.
 - Railroad freight.
 - Car tracks.
 - Team and motor trucks.
 - The two-decked pier.
 - Length of piers.
- VII. Cargo transfer and handling:
 - Side-port discharge and water level.
 - Portable conveyors.
 - Cargo transfer; ships' tackle, cargo masts, cranes.
 - Relation of crane to shed; to railroad tracks.
 - Cranes needed to handle large cargo.
- VIII. Shed equipment:
 - The hand truck.
 - The electric truck; trailers, skids.
 - Handling imports subject to duty.
 - The Telfer or overhead monorail trolley.
- IX. The warehouse:
 - The economic function of the warehouse.
 - The amount of warehouse space required.
 - Fiscal aspect of the warehouse.
 - The construction details of warehouses.
 - The many-storied warehouses.
 - Freight handling and shipping in relation to the warehouse.

IX. The warehouse—Continued.

Warehouse location with respect to the wharves.

Storage sheds of the Cresson system.

Foreign warehouses; London, Rotterdam, Liverpool, Hamburg.

The mixed corporation principle.

Other examples of municipal cooperation in storage warehouses.

X. Freight:

Standard package or specialized freight.

XI. Bulk Freight:

Coal and ore.

Development of bulk cargo unloading.

Belt unloaders.

Unloading from steamer to freight cars.

Loading ocean-going vessels.

Bulk storage.

Stock pile; the stock pile a bulk warehouse; foundations.

Ship bunkering.

Grain transfer in stream.

Grain pliers; grain elevators.

XII. Inland waterways and the seaport:

The importance to a seaport of inland navigation.

Not waterways v. railways.

Competition among river ports.

Barge terminals.

A commercial port on a canal.

Mississippi ports and the water-level problem.

XIII. The industrial harbor and upland development:

The costs of waterways improvements spread over a large area.

Character of industries interested in water connection.

The mechanical problem of the upland connection.

Side-arm canals.

Bulkhead connections.

Mechanical devices for upland connection.

Industries requiring heavy-duty transfer service.

Light and special duty.

Description of monorail connection for cotton bales at Texas City.

A model inland commercial and industrial port (with drawings).

XIV. The free port as an institution and the laws and regulations by which the free ports of Hamburg and Bremen were created:

Definition of a free port.

Geddes's list of free ports.

Consignment and reexport.

The free ports and the load factor.

The consignment market and local industries.

The free port and bonded warehouses.

Drawbacks; manufacturing in bond and in the free port.

Duty, drawbacks.

Manufacturing in bond.

Other considerations.

XIV. The free port as an institution and the laws and regulations by which the free ports of Hamburg and Bremen were created—Continued.

Commercial advantage to the city having a free port.

Laws, decrees, and agreements by which the ports of Hamburg and Bremen created their free zones.

XV. Administration:

Ports grouped according to administration.

Public ports.

Semipublic ports.

Public trust ports.

Private ports.

Port administration abroad.

TEXTS AND REFERENCES.

- Ports and Terminal Facilities, by R. S. MacElwee. McGraw-Hill Book Co.
- Ports of the United States, by Grosvenor M. Jones. Miscellaneous Series No. 33. Report on terminal facilities, commerce, port charges, and administration at 68 selected ports. Department of Commerce, Bureau of Foreign and Domestic Commerce. Government Printing Office, 1916. Price, 75 cents.
- Pilotage in the United States: Summary of laws and regulations relating to pilotage in the several States, by Grosvenor M. Jones. Special Agents Series No. 136, Department of Commerce, Bureau of Foreign and Domestic Commerce, Washington, D. C. Government Printing Office, 1917. Price, 15 cents.
- Water Terminals: Reports of the Commissioner of Corporations on Transportation by Water in the United States, Part III, by Grosvenor M. Jones. Washington, Government Printing Office, September, 1910. Price, 65 cents.
- Selected Bibliography of Ports and Harbors, by Grosvenor M. Jones. Issued by the American Association of Port Authorities, 1916. (To be had from the secretary of the society in New York, No. 110 West Fortieth Street.)
- A List of Books on Ships, Commerce, and the Merchant Marine. United States Shipping Board.
- The Panama Canal and Commerce, by Emory R. Johnson. D. Appleton & Co.
- The Port of Boston, the Port of Hamburg, by Edwin J. Clapp. New Haven, Yale University Press.

Group I, Course C-1.—HISTORY OF COMMERCE.

Although it may not be possible to include a study of international trade by the historical method in a short-term evening school, the importance of the study of the origin and growth of the world's commerce must not be minimized. To understand the significance of present events and to gain at least a partial perspective in contemplating commercial changes close at hand it is necessary to see them against a historical background. A course in the history of commerce is an essential element in any complete foreign-trade curriculum for colleges.

OUTLINE OF COURSE.

Textbook: Johnson, Emory R.; Van Metre, T. W.; Huebner, G. G.; and Hanchett, D. S.; "History of Domestic and Foreign Commerce of the United States," two volumes. Published by the Carnegie Institution of Washington, D. C. 1915.

	References.			
	No. 1.		No. 2.	
	Chapter.	Pages.	Chapter.	Pages.
LESSON I.				
<i>Ancient commerce.</i>				
General considerations.....	I	1-6	I	1-21
Oriental period.....	II	9-15	II	22-35
Greek period.....	III	17-24	III	37-55
Roman period.....	IV	26-30	IV and V	56-90
LESSON II.				
<i>Medieval commerce.</i>				
Conditions about the year 1000 A. D.....	V	31-40	VI	90
Town trade.....	VI	41-53	IX	129
Land trade, roads and rivers.....	VII	54-61	X	140
Fairs.....	VIII	63-68		

Outline of Course—Continued.

	References.			
	No. 1.		No. 2.	
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LESSON III.				
<i>The rise of sea commerce</i>	IX	70-76		
The Levant trade.....	X	79-88	VIII	117
Commerce of southern Europe (Venice, Italian towns).....	XI	90-100	VII	103
LESSON IV.				
<i>The commerce of northern Europe (Hansa towns)</i>	XII	102-112	IX	150
England, relation with the Continent.....	XIII	113-120	XII	151
Medieval organization.....	XIV	123-126		
Commerce and politics.....				
LESSON V.				
<i>Modern commerce</i> .				
[From the discovery of America to American independence—The era of colonial monopolies.]				
Exploration and discovery.....	XV	123-136		
Development of economic organization.....	XVI	139-147	XIII	172
Growth of credit and banking (the Fugger family).....	XVII	150-159	XIV	182
LESSON VI.				
<i>The mercantile system</i>	XVIII	161-171	XV	191
Spain and Portugal.....	XIX	174-186	XVII	221
The Netherlands.....	XX	190-196		
LESSON VII.				
England (close of seventeenth century).....	XXI	199-205		
Survey of commercial development.....				
Growth of manufacture for export.....	XXII	209-215	XVI	207
Navigation acts and imports.....	XXIII	219-226	XIX	249
LESSON VIII.				
<i>France</i> .				
Survey of commercial development.....	XXIV	229-239	XVIII	233
Policy, tariffs, guilds, restrictions.....	XXV	242-247		
LESSON IX.				
<i>German States, Italy, and others</i> .				
The German States to the nineteenth century.....	XXVI	250-261		
Italy, Russia, Scandinavia.....	XXVII	263-267		
LESSON X.				
<i>The Last Hundred Years</i> [from American independence and the collapse of colonial monopolies to American participation in the World War].				
Commerce and coal.....	XXVIII	270-276		
Machinery and manufactures.....	XXIX	280-287		
Roads and railroads.....	XXX	290-299		
Navigation and communication.....	XXXI	302-312		
LESSON XI.				
History of commerce—The nineteenth century.....	XXXII	315-338		
[N. B.—Ch. XXXII may be omitted or simply scanned and reported on in class.]	XXXIII			
Commercial policy war and peace in nineteenth century... England:				
Commercial development 1800-1850.....	XXXIV	342-350		
Reform of commercial policy.....	XXXV	354-361		
	XXXVI	365-371		

Outline of Course—Continued.

	References.			
	No. 1.		No. 2.	
	Chapter.	Pages.	Chapter.	Pages.
LESSON XII.				
<i>England and Germany.</i>				
England's commercial development 1850-1900.....	XXXVII	373-378	XXIV	352
England, present and future.....	XXXVIII	381-387		
The German States.....	XXXIX	391-396	XXV	373
Germany under the Empire.....	XL	399-406	XXVI	390
LESSON XIII.				
France in the nineteenth century.....	XLI	409-415		
Minor States of central and northern Europe: Holland, Belgium, Switzerland, Scandinavia, Austria-Hungary.....	XLII	418-426		
LESSON XIV.				
States of southern Europe, Italy, Spain, Portugal.....	XLIII	429-438		
States of eastern Europe, Balkans, Russia.....	XLIV	441-452	XXVII	457
LESSON XV.				
China.....			XXVIII	422
Industrial Japan.....			XXIX	440
Commercial Latin America.....			XXX	457
N. B.—United States of America.....	XLV-LIV	450-592	XXXI- XXXII	478-530

Group I, Course C-2.—CONSULAR PROCEDURE.

This course is not necessary to students making a commercial study of foreign commerce, although familiarity with many branches of consular work is important to ships' officers, supercargoes, business men in foreign trade, and attorneys. The course is particularly recommended to those seeking Government service abroad.

OUTLINE OF COURSE.¹

By WESLEY FROST, United States consul, temporarily assigned to the Department of State.

I. Introductory:

Scope and objects of the course: To offer opportunity to gain conversancy with the daily practice of modern American consular offices, with a view to aiding American business men interested in foreign trade, American travelers, shipowners, attorneys, and prospective consular officers.

Detailed outline of the 16 lectures which constitute the course; discussion of the outline here presented.

Brief sketch of the origin and evolution of the consular function. The status of the modern consul under the Law of Nations.

Brief statement of the facts regarding the present consular establishment of the United States and the conditions under which it operates.

The Consular Service as a career; disadvantages and advantages.

¹ Used in a course in modern consular work at Georgetown University, School of Foreign Service, during the fall and winter semester of 1919-20.

FIRST HALF OF COURSE: DUTIES OTHER THAN TRADE PROMOTION.

II. Documentation of merchandise:

- (a) The theory of consular invoicing.
Determination of cost values of foreign products has utility, (1) in the actual collection of customs duties, and (2) in preparing tariff legislation or negotiating commercial treaties.
- Invoices have utility in facilitating the compilation of trade statistics.
Relation of consular invoices to bills of lading and manifests.
Possibilities for uniformity of invoices among all countries of the Western Hemisphere; recommendations of the Fourth International Congress of American States; joint report of Hon. Wilbur J. Carr and Gen. Enoch H. Crowder.
- (b) Examination of invoice forms.
Invoice forms for goods shipped on consignment to be sold.
Invoice forms for goods sold before shipment. (Relation of declarations of manufacturers, owners, agents, purchasers, sellers, etc., to the fundamental invoice forms Nos. 138-140 and 139-140.)
Powers of attorney to verify invoices; certification.
Listing invoicees to collectors of customs.
Transmission of invoices by American shipmasters.

III. Documentation of merchandise (continued):

- (a) Documentation otherwise than by invoices.
Returned American merchandise, general.
Returned American shooks and staves.
Returned sealskin coats.
Landing certificates (Form Nos. 150, 151, 152, 153, 154).
Special articles or commodities, viz—
Ores (Form Nos. 1380 and 1390).
Sugars (Form No. 201).
Tobacco and snuff (Form No. 183).
Works by American artists.
Sardines (Form No. 199).
Pedigreed animals (Form No. 186).
- (b) Commodities from special countries—
Transit shipments beyond the Mexican free zone.
Inward foreign manifests from British provinces.
Declarations or certificates as to whether merchandise was produced in enemy territory.
Declarations or certificates as to whether merchandise is owned in whole or in part by enemy interests.
Certificates of value of foreign currencies in which invoices are made out.

IV. Acts in the interest of public health:

- (a) Original bills of health for vessels clearing for (1) the United States (continental), or (2) the Isthmian Canal Zone.
Supplemental bills of health.
Certificates of disinfection of vessels.
Weekly sanitary reports covering entire consular districts.
Relation of Consular Service to United States Public Health Service.
- (b) Declarations of shippers of foods and drugs (Form No. 198).
Consular invoices of food and drug products (Form No. 197).
Declarations and invoices of shippers of insecticides.
Disinfection of hides and skins (1) in districts certified free from anthrax, etc., (2) in districts not so certified.
Disinfection of other commodities or products.
Plants, bulbs, and nursery stock quarantine regulations and consular or cognate forms.

V. Notarial and quasi-legal functions:

- (a) Certificates of acknowledgment of execution of documents; the general notarial duties and varieties of consular acts.
Notarial and document work for pensioners of the United States.
Official witnessing of marriages of American citizens performed abroad; reports of deaths of American citizens.

V. Notarial and quasi-legal functions—Continued.

- (b) Commissions to take testimony for American courts.
- Documents in connection with requests for extradition of fugitives from American justice.
- Consular courts and extraterritorial administration of justice—
Returns of suits; jail accounts; medical attention to prisoners; clothing vouchers, etc.
- Administration of estates of deceased Americans.
- Applications and licenses for right to practice as pharmacists in China, etc.

VI. Duties to American ships and masters:

- (a) Registry; modification of, by (1) sale abroad, or by (2) cancellation.
Bottomry bonds; unanticipated sale of cargo.
- Insurance, general average; salvage.
- Notes of marine protest; extended notes of protest.
- Surveys of damaged vessels—
Call for survey; warrant for survey; report of surveyors.
- Estimates for repairs; oaths of masters to vouchers.
- Authentication of signatures.
- Deviation of voyage; correctness of log.
- Master's complaints as to desertion of seamen, death, or loss overboard of seamen, mutiny or insubordination of seamen.
- Cancellation of crew bonds.
- Removal of masters; appointment of new masters by consuls.
- (b) Services to United States Shipping Board.
Bunkering, and reports of voyages of vessels covered by bunker licenses.
- Reports on discharge of surplus bunker fuel.
- General disbursements, settlements, and accounts, all ship's business; supervision of masters' activities.
- Relations to Shipping Board supercargoes.
- Settlements of crews' wages, and accounts of wages and salaries.

VII. Duties to American seamen:

- (a) Shipment and discharge of seamen; desertion; rights under La Follette's seamen's act.
- Wage disputes; agreements to give increased wages.
- Complaints by seamen regarding—
Forecastle accommodations, heat, ventilation, etc.
- Seaworthiness of vessel; exceptional hazards.
- Food and provisions; antiscorbutics, etc.
- (b) Relief of destitute mariners; definition of Americanism and destitution.
- Transportation of shipwrecked or indigent seamen.
- Hospital relief; certificates of incapacity or illness.
- Seamen's registration certificates.
- Ships' masters as seamen.

VIII. Duties to Americans abroad:

- (a) Determination of American citizenship; general outlines as to acquisition or termination of citizenship; presumption of expatriation.
- Affidavits to explain protracted foreign residence.
- Reports of births abroad to American parents.
- Naturalization abroad; rights of widows of American citizens, naturalized or native born; declarations of citizens upon attaining the age of majority.
- Registration; reregistration; refusals of registration; relation of registration certificates to passports.
- Passport applications; passport renewals or modifications; visé of passports.
- (b) Protection of citizens whose nationality is proven.
- Safeguarding of justice to Americans tried in foreign courts.
- Safeguarding of rights under treaties and usage.
- Welfare duties to Americans in unfortunate circumstances.
- Assistance to American travelers and tourists.

IX. Duties respecting immigration; miscellaneous duties:

- (a) Inspection of emigrants bound to the United States; enforcement of exclusion laws relating to felons, indigent or impotent persons, diseased persons, contract laborers, prostitutes, etc.; baggage inspection.
Declaration of aliens about to depart for the United States.
Oriental exclusion acts; "section six" certificates.
- (b) Assistance in collection of income taxes from American citizens residing abroad.
Hydrographic information; collection and dissemination through and to shipmasters.
Miscellaneous reports for Treasury Department; value of coins.
Special reports for the Department of War and the Department of the Navy; cooperation with naval officers, etc.
Summary review of the accounting system by which consular officers make their returns or disbursements, official acts, etc.

SECOND HALF OF COURSE: CONSULAR TRADE PROMOTION.**X. Information of general applicability to all efforts for American foreign trade:**

- (a) To all American commercial inquirers, consuls must furnish facts regarding—
 1. Population, area, climate, language, postal rates, predominant industries, racial and other predilections.
 2. Freight routes, packing customs (general), shipping terms (f. o. b., c. i. f., etc.), transshipments, etc.
 3. Credit terms; ordinary, occasional, or impracticable.
 4. Customs regulations; invoice requirements, tare, travelers' samples, etc.
 5. Travelers' licenses; extent to which sales are usually effected through travelers as contrasted with correspondence.
 6. Patent and trade-mark regulations and laws.
- (b) The three modes of getting this general information into the possession of American business men—
 1. Information sheets attached to letters in response to America trade inquiries. (Discuss and furnish sample information sheets.)
 2. Oral interviews with American business representatives (1) traveling in the consuls' district abroad, or (2) in American cities when consuls are on leave of absence in the United States.
 3. Special reports on specific items; packing, postage, etc.; or passages in annual reports or reports on special lines of trade.

XI. Special information applying to particular lines of merchandise:

- (a) To each American inquirer who appeals to consuls regarding specific lines of goods, wares, or merchandise there must be furnished—
 1. Prices and qualities, with complete specifications, and if practicable, samples or drawings.
 2. Possibility or feasibility of marketing goods which vary from accustomed standards of price, quality, or pattern.
 3. Sources of competition, elements which give it strength, and probable tenacity of its promoters.
- (b) Further specific information applying to definite lines of goods must be furnished—
 1. Definite freight rates, with specifications as to cubic content, weight, etc.
 2. Customs tariff rates on all items, with advice as to possible alternative rates under permissible classifications by customs officials.
 3. Special styles of packing required for the classes of goods in question.

XII. Lists of foreign business concerns:

- (a) Detailed description of the World Trade Directory system.

Items of information supplied by directory cards—

1. For general publication: Names, addresses, classes of goods, character of business, form of organization, branches, United States representatives, etc.
2. For special confidential use: Financial references, volume of business, capital, number of employees, personal ownership, size, general reputation, etc.

- (b) Description of World Trade Directory system (continued).

Mechanism of the system—

1. Consular filing system; clerical routine, modes and periods of revision.
2. Modes of transmission of lists of foreign concerns to the United States; machinery at Washington and elsewhere in America for giving use to lists.

XIII. Business opportunities overseas:

- (a) The trade opportunities upon which consuls report may relate to—

1. Sales of specific consignments of goods, either (1) to private firms, or (2) to governmental organizations.
2. Establishment of permanent agencies or connections for sales (1) on commission, or (2) on consignment.
3. Contracts for construction or sales of construction materials to or for private or governmental organizations.
4. Establishment or development of factories or industries in foreign countries by American enterprise.
5. Procuring concessions, or negotiating large loans, to the benefit of American trade or industry.

- (b) Form in which trade opportunities are reported; detailed study of Form No. 476.

Mechanism of trade opportunity system; American use by the Bureau of Foreign and Domestic Commerce.

Extent to which, and manner in which, foreigners having trade opportunities to offer may be satisfied by consuls as to the reliability and character of American firms with which a connection may be contemplated.

XIV. Trade letters, trade catalogues, periodicals, etc.:

- (a) Each letter written by a consular officer to an American business concern should contain information on a majority of the matters treated in the three preceding lectures; recapitulate; trade opportunities for foreigners in America.

Typographical form and style of trade letters.

Mechanism by which trade letters are censored and delivered to American addresses.

- (b) Catalogue files, indexes, and distribution.

Consular trade reading rooms—

1. Utilization of American trade journals (1) in reading rooms, or (2) by distribution.
2. Exhibition of samples; distribution of circulars.

Advice to American firms regarding style of catalogues.

Treatment of requests to procure agents for American firms.

Foreigners versus Americans as agents for American firms.

Established firms versus untried young men as agents.

XV. Consular trade reports; other reports:

- (a) Commercial reports may originate—

1. In reponse to circular instructions from the Department of State. Outlines supplied by department after consultation with business interests. These reports serve as patterns, but not as mandatory stereotyped forms.
2. In annual review of the commerce and industries of consular districts; evolution of the "annual reports"; present function of these reports.
3. Upon the initiative or primary volition of the consuls; voluntary reports theoretically the most valuable, but depend on amount of free time consuls can command.

XV. Consular trade reports; other reports—Continued.

(b) Economic and miscellaneous reports include—

1. Agricultural, crop reports, irrigation, new plants.
2. Financial and fiscal.
3. Dealing with unfair practices or restraint of trade.
4. Tariff legislation and facts relevant to customs rates, and trade treaties.
5. Steamship lines and strategic trade routes; strategic cables and radiographic systems.
6. Educational and scientific developments.

Sources for information upon which such reports may be based are not only personal interviews but the official documents and responsible private publications of each district; consuls' duty to keep thoroughly conversant with such publications.

XVI. Personal and official relations of consuls in the communities in which stationed:

(a) Official quarters of consulates should be kept as attractive as funds permit; location of offices.

Personal calls upon leading business men, bankers, and officials; social relations through recreative sports, etc.

Utilization of personal visits from American travelers, commercial or other; procuring information from invoicers, shipping agents, persons having notarial or legal business, and intending immigrants.

All trade promotion must rest upon earnest conviction that trade is mutually beneficial.

(b) The consuls as representative American citizens representing the American Government abroad; a de facto representative character can not be avoided.

Public appearances and addresses.

Leadership in organization of American chambers of commerce or other community efforts.

Interest in foreign charitable and welfare movements, and realization of their interdependence with such movements in the United States.

The American flag as an office sign.

Group I, Course C-3.—TARIFFS AND COMMERCIAL TREATIES.

The purpose of this course is to explain the laws and commercial policies of foreign countries as they relate to tariff rates and regulations, laws, and customs. The subject is not an easy one and ordinarily should not be undertaken except by those who have a particular interest in it. To the business man, however, engaged in placing his goods in foreign countries, the matter of duties, regulations, and policies requires close attention. The purpose of this course should be to set forth the requirements along these lines contained in the laws of foreign countries in as clear and simple a manner as possible, and with reference to existing conditions.

There is no textbook which covers just this field, and the literature on the subject is scattered through many different publications, not always easily accessible. There are presented here two distinct study and reference outlines.

I. OUTLINE OF COURSE.

By LOUIS DOMERATZKY, Chief of the Division of Foreign Tariffs, Bureau of Foreign and Domestic Commerce.

I. Tariff and duties:

Classification of tariffs.

Character of customs duties.

Import duties.

Export and transit duties.

I. Tariff and duties—Continued.

Import, export, and transit prohibitions.

Free lists.

References:

- Modern Tariff Systems. Department of Commerce and Labor.
- Fisk's International Commercial Policies, Chs. V-VIII.
- Foreign and Home Law (Unit X in Course on Foreign Trade), Ch. XII.

II. South American tariff systems:

Protection and revenue.

International relations.

Valuation system.

Class-rate system.

Specific tariffs.

Brazilian tariff.

Dutiable weight and value.

Special features of South American tariffs.

Reference: Rutter's Tariff Systems of South American Countries.

III. South American tariff systems (continued):

Customs duties and charges.

Level of duties.

Surtaxes.

Supplementary taxes.

Customs charges.

Customs procedure—

Consular documents.

Entry.

Appraisement.

Penalties.

Classification and appeals.

Miscellaneous features.

IV. Economic basis of tariffs:

Free trade and protection.

Incidence of revenue tariffs.

Effect of protective tariffs on national wealth.

Effect of protective tariffs on distribution of wealth.

Arguments for protection.

Arguments for free trade.

Bounties and subsidies as contrasted with tariff protection.

References:

Taussig's Principles of Economics, Chs. 34-37.

Brown's International Trade and Exchange, Chs. III-VII.

V. Commercial policy:

Mercantile system—

General characteristics of mercantilism.

First and second phases.

Third phase.

Criticism of mercantilism.

Development of modern commercial policies—

The physiocratic system.

Free-trade system.

Protective system.

References:

Fisk's International Commercial Policies, Chs. II-IV.

Day's History of Commerce, Ch. XVIII.

VI. Commercial treaties:

Definition.

Development.

European.

Duration.

Subject matter.

Classification.

Provisions.

References:

Fisk's International Commercial Policies, Chs. XI-XII.

Reciprocity and Commercial Treaties, pp. 17-20, 39-42, 385-456.

VII. Commercial treaties (continued) :

Reciprocity.

American reciprocity treaties.

Interpretation of most-favored-nation clause—

American.

European.

VIII. Modern tariff history :

Tariff history of the United States to Civil War.

Protection to young industries as applied in the United States.

The early protective movement and the tariff of 1828.

The tariff of 1830-1860.

Reference: Taussig's Tariff History of the United States, Part I.

IX, X, and XI. Modern tariff history (continued) :

Commercial policy of the United States based on the Tariff Commission report on reciprocity and commercial treaties, pp. 9-42, 59-381.

XII. Modern tariff history (continued) :

United States tariff legislation 1861-1913.

The war tariff.

The failure to reduce the tariff after the war.

How duties were raised above the war rates.

The tariff act of 1883.

The tariff act of 1890.

The tariff act of 1894.

The tariff act of 1897.

The tariff act of 1909.

The tariff act of 1913.

Reference: Taussig's Tariff History of the United States, Part II.

XIII. Modern tariff history (continued) :

Tariff history of Germany.

The formation of the Zollverein.

The beginnings of protection and the first crisis.

The second crisis and the commercial treaties.

The Zollverein after the treaties; the completion of free trade and the reaction.

The attitude of the economists.

German commercial policy to 1894.

The revival of the protectionist movement, and the new general tariff.

Recent economic discussion in Germany.

The commercial treaties and the new conventional tariff.

References:

Ashley's Modern Tariff History, Part I.

Tariff Series Nos. 7 and 7A.

Tariff Series No. 38.

XIV. Modern tariff history (continued) :

Tariff history of France—

French commercial policy from 1789 to 1830.

The monarchy of July.

The Second Republic and the Second Empire; the commercial treaties.

Commercial policy, 1870-1881.

Protection for agriculture; the Franco-Italian tariff war; subsequent economic progress.

The tariff of 1892 and subsequent developments.

The tariff of 1910.

References:

Ashley's Modern Tariff History, Part III.

Tariff Series Nos. 25 and 25A.

XV. Modern tariff history (continued) :

War restrictions on commerce: Import prohibitions and export embargoes.

References:

Foreign Tariff Notes Nos. 16-30.

Tariff Series Nos. 39 and 39A.

REFERENCES.

- Principles of Economics, by F. W. Taussig. Macmillan, 1915.
 International Commercial Policies, 1907, by Geo. M. Fisk. Macmillan.
 International Trade and Exchange, by Harry Gunnison Brown. Macmillan.
 Foreign and Home Law (Unit X in Course on Foreign Trade), Chapter XII.
 A History of Commerce, by Clive Day.
 Modern Tariff History, by Percy Ashley. John Murray, London, 1910.
 The Tariff History of the United States, by F. W. Taussig. Putnam.
 Modern Tariff Systems, United States Department of Commerce and Labor. 1904.
 Tariff series, by Bureau of Foreign and Domestic Commerce:
 Nos. 7 and 7A. Customs Tariff of the German Customs Union, with supplement. 1911-12.
 Nos. 25 and 25A. Customs Tariff of France, with supplement. 1910-1912.
 No. 34. Tariff Systems of South American Countries. 1916.
 No. 38. Tariff Relations Between Germany and Russia, 1890-1914. 1918.
 Nos. 39 and 39A. British Control of Imports and Exports, 1918 and 1919.
 Moore's Digest of International Law, vol. 5, ch. 17.
 The Most-Favored-Nation Clause in Commercial Treaties, by S. K. Hornbeck.
 Reciprocity, by J. L. Laughlin and H. Parker Willis.
 Reciprocity and Commercial Treaties, United States Tariff Commission, 1919.
 Annals of the American Academy of Political and Social Science: Tariff Revision, September, 1908; Tariffs, Reciprocity, and Foreign Trade.
 Foreign Tariff Notes Nos. 1-30.
 Treaties, Conventions, International Acts.
 Tariff Acts, 1789 to 1909.
 "Reciprocity" Treaties—Favored-Nation Clauses. Senate Document No. 29, Sixty-second Congress, first session.
 Tariff Negotiations between the United States and Foreign Governments. House Document No. 956, Sixty-first Congress, second session.
 Tariffs at Work, by Higginson. J. H. King & Sons, London, 1913.

II. STUDY OUTLINE AND REFERENCES.¹

By WILLIAM S. CULBERTSON, Ph. D., LL. D., of the United States Tariff Commission.

General:

- Moore, John Bassett: A Digest of International Law. (In eight volumes, eighth being indexical. Government Printing Office, 1906.)
 Department of State, United States: Treaties, Conventions, International Acts, Protocols, and Agreements between the United States and Other Powers, 1776-1909, comp. by W. M. Malloy; and Supplement, 1913, comp. by G. Charles. (Government Printing Office, 1910.)
 Statesman's Year Book. London, annually.
 Great Britain, Foreign Office: British and Foreign State Papers. (Over 100 volumes in last 80 years.)
 d'Martens, F.: Recueil Général de Traites.
 Kelly's Directories (Ltd.): Kelly's Customs Tariffs of the World. (London, annually.)
 Department of Commerce, Bureau of Foreign and Domestic Commerce: Tariff Series (by countries; export duties).

Commercial policy:

- List, F.: Das Nationale System der Politischen Oekonomie.
 Smith, Adam: The Wealth of Nations.
 Taussig, F. W.: State Papers and Speeches on the Tariff, including: Hamilton's Report on Manufactures; Gallatin's Memorial of the Free Trade Convention; Walker's Treasury Report of 1845; Clay's Speech on the Tariff of 1824; Webster's Speech on the Tariff of 1824.
 Grunzel, Josef: Economic Protectionism. (Oxford: At the Clarendon Press, 1916.)
 Culbertson, W. S.: Alexander Hamilton (1911).
 Fisk, G. M.: International Commercial Policies, with special reference to the United States. Macmillan, 1907.
 Great Britain, Board of Trade: Final Report on Commercial and Industrial Policy After the War. (British Blue Book, Cd. 9035.)

¹ Used in a course in tariffs and commercial treaties given at Georgetown University, School of Foreign Service, during the fall and winter semester of 1919-20.

Tariff technique and customhouse procedure:

Moye and Nogaro: *Les Régimes Douaniers*. Paris, 1910.

Federal Trade Commission: *Trade and Tariffs in South America*, 1916.

Treasury Department: *Customs Regulations*, 1915.

Tariff Commission, United States: Report upon the Revision of the Customs Administrative Laws, 1918.

Higginson, J. H.: *Tariffs at Work*.

Most-favored-nation clause:

Tariff Commission, United States: Report on Reciprocity and Commercial Treaties, Part II (1919).

Hornbeck, Stanley K.: The Most-Favored-Nation Clause in Commercial Treaties. (*Bulletin of the University of Wisconsin*, 1910.)

Italy: *Bollettino di legislazione e statistica dognale e commerciale*, 1913, Vol. XXX, Pt. 2.

American tariff:

Taussig, F. W.: *Tariff History of the United States*, 6th ed.

Taussig, F. W.: Some Aspects of the Tariff Problem.

Stanwood, Edward: *American Tariff Controversies in the Nineteenth Century*.

McKinley, William: The Tariff in the Days of Henry Clay and Since.
(Review of our tariff legislation from 1812 to 1896.)

Rebbeno, U.: *Protezionismo Americano*.

Reciprocity experiences of the United States:

Tariff Commission, United States: Reciprocity and Commercial Treaties (1919).

European tariff systems:

Ashley, Percy: *Modern Tariff History*.

Ashley, W. J.: *The Tariff Problem*.

Holland, Bernard: *The Fall of Protection, 1840-1850*. (London, Edward Arnold, 1913.)

Augier & Marvaud: *La Politique Douanière de la France dans ses Rapports avec celle des Autres États*. Paris, 1911.

Arnaune, Aug.: *Le Commerce extérieur et les Tarifs de Douane*.

Fuchs, Carl: *The Trade Policy of Great Britain and Her Colonies Since 1860 (to 1892)*.

Colonial tariffs:

Girault, Arthur: *The Colonial Tariff Policy of France*. (Carnegie Foundation, 1916.)

Root, J. W.: *Colonial Tariffs*, 1906.

Great Britain, Board of Trade: (British) Colonial Import Duties, annually.
(Arranged by commodities.)

Preferential arrangements within the British Empire:

Le Monnier: *Tarifs Preferentiels dans l'Empire Britannique*.

Jebb, Richard: *The Imperial Conference*.

Pigou: *Preferential Tariffs*.

London Tariff Commission: *Pamphlets*.

Drage, Geoffray: *The Imperial Organization of Trade*.

Pulsford, E.: *Commerce and Empire*; also *Commerce and Empire, 1914 and After*.

Evans, Samuel: *Preference and Protection in British South Africa*. (Published by the International Free Trade League in "The Burden of Protection.")

Shortt, Adam: *Imperial Preference*.

Cobden Club Pamphlets.

Davidson, John: *Commercial Federation and Colonial Trade Policy*.

Colonial Conference, 1907: *Proceedings*. (British Blue Book, Cd. 3337, 3524.)

Japan and China:

Hornbeck, Stanley K.: *Contemporary Politics in the Far East*.

Tariff Commission, United States: *Japan, Trade During the War*.

Japan Year Book, 1918, latest volume.

Department of Commerce, Bureau of Foreign and Domestic Commerce:
Commercial Handbook of China, Miscellaneous Series No. 84.

China Yearbook, 1919.

Negotiation, form, and substance of commercial treaties:

Crandall, S.: Treaties, Their Making and Endorsement, 2d ed., 1916.

Foster, J. W.: Practice of Diplomacy, etc., 1906.

Hall, W. E.: Treatise on International Law, 7th ed., 1917.

Oppenheim: International Law, 2d ed., 1912.

Reinsch, P. S.: Public International Unions, Their Work and Organization, 1911.

Satow: Guide to Diplomatic Practice, 2 vols., 1917.

The treaties of peace and the league:

Debates in Congressional Record.

Current literature.

Culbertson, W. S.: Commercial Policy in War Time and After (1919).

Garvin, J. L.: The Economic Foundations of Peace. (Macmillan, 1919).

Brailsford, H. N.: The League of Nations.

Brailsford, H. N.: The War of Steel and Gold.

TEXTBOOKS FOR THE COURSE.

United States Tariff Commission: Reciprocity and Commercial Treaties. (May be purchased from the Superintendent of Public Documents, Government Printing Office, Washington, for 50 cents per copy.)

Culbertson, W. S.: Commercial Policy in War Time and After. (Appleton & Co.)

Group I, Course C-4.—EXPORT COMBINATIONS AND THE WEBB LAW.

Some of the European nations, notably Germany, have long had combinations of both buyers and sellers in international markets, which apparently have given them a decided advantage over unorganized buyers or sellers of other countries. For this reason we have had an agitation in recent years for a law which would permit our exporters at least to do the same. Such a law, known as the Webb-Pomerene measure, was approved April 10, 1918. It permits combinations of American producers for export purposes only. At the time of this writing (summer of 1919) there is considerable agitation for an amendment which would permit combinations for importing likewise. The arguments in favor of combinations for export purposes are somewhat as follows:

Such combinations are necessary in order to meet foreign buying combinations; they permit better standardization of products and this results in greater economies of production; they permit the distribution of orders to those factories best adjusted to do the work and thus eliminate inefficient adjustments; they make possible specialization and thus lessen the cost per unit of product; they permit of economies by saving duplication of selling organization, branch offices, warehouses, and advertising, as well as in forwarding services and shipping; they permit improved credit information and financing, better traffic contracts through regular tonnage; they permit the expense of thorough investigation of foreign markets and of the initial losses necessary to become established in such markets.

There are many large, well-organized concerns engaged in export trade, having their own organizations, which are unwilling at present to give up their independence and throw in their lot with an export association of the joint selling type. They contend that the advantages to be gained by combinations are not sufficient to offset the disadvantages to the strong organization which has already built up its export trade and has it upon a satisfactory footing.

Many of the same arguments are urged in favor of an extension of the law which would permit a combination of importing associations as well. It is contended that our importers are at a disadvantage in competing with the strong selling organizations of other countries.

Any combination of exporters wishing to organize under the Webb law must apply to the Federal Trade Commission for charters. Up to the present time more than 80 such associations have filed papers with the Federal Trade Commission for the purpose of obtaining the benefits of the act.

Sometimes the organization takes the form, as with certain steel manufactures, of a corporation whose stock is held for five years in a voting trust and whose control is determined in advance for that period.

Sometimes they may organize, like certain manufacturers of office equipment, by agreeing to handle all their foreign business for a joint account through a single export manager.

Again, they may organize, like certain textile merchants, in a corporation whose working capital is raised out of nonvoting preferred stock and whose voting control is vested in common stock issued to four textile-trade associations with which the participating textile merchants are affiliated.

They may organize, like certain copper producers, in a corporation whose working capital is raised out of nonvoting preferred stock and whose voting control is vested in stock without par value which is allotted one share each to each participating copper producer.

They may organize, like certain producers of phosphate, in an unincorporated association which has no stock whatever, which is controlled by two-thirds vote of its participating members, and whose expenses are defrayed out of assessments upon the membership.

They may organize, like certain lumber producers, in a corporation whose working capital is raised out of stock which is assigned by the stockholders to stock trustees who vote as directed by a majority vote of the stockholders assigning such stock.

Or they may organize, like certain other lumber producers, in a corporation whose working capital is raised out of nonvoting preferred stock and whose control is vested in stock without par value of which each lumber producer has one share.

TEXT.

No single text is known that satisfactorily covers this subject. The statutes and their interpretations form the basis of part of the study. The economic aspects should be kept uppermost in mind.

The following sources of information are available:

Federal Trade Commission Report on Cooperation in American Trade, June 30, 1916. Sold by Superintendent of Documents, \$1.25.

German Foreign Trade Organization, by Chauncey D. Snow, 1917. Sold by Superintendent of Documents, 20 cents.

Pamphlets of the Guaranty Trust Co., New York; National City Bank, New York; National Bank of Commerce, New York; and the National Shawmut Bank, Boston.

Article in The Americas, April, 1919, by Gilbert H. Montague, New York.

Report by United States Bureau of Corporations on Trust Laws and Unfair Competition, 1915.

Article by W. B. Colver in the Annals of the American Academy of Political and

Social Science, May, 1919, p. 233, on Recent Phases of Competition in International Trade; also article in The Journal of Political Economy, January, 1919, on Cartels during the War, by William Notz.

Foreign Trade Series No. 1, issued by the Federal Trade Commission; also article by Hon. John Franklin Fort on the Webb Law and Foreign Trade, in Scribner's Magazine, May, 1919.

Article by William Notz on The Webb Law, Its Scope and Operation, in The Journal of Political Economy, September, 1919; also Annual Report of the Federal Trade Commission for the fiscal year ended June 30, 1919; paper by John Walsh on The Webb Law, at Sixth National Foreign Trade Convention, Chicago, 1919.

OUTLINE OF COURSE.

By Dr. SAMUEL MACCLINTOCK.

I. Conditions which led to the enactment of the Webb Law:

In foreign countries—

Laws relating to trade combinations, price fixing, unfair competition, etc.

Economic aspects of cartels, syndicates, and trusts in foreign countries—

Producers' and distributors' combines.

Purchasers' and consumers' combines.

Structure of foreign cartels and combines.

Effect of foreign combines on competitive conditions in world markets.

Support and backing of combines by foreign Governments.

In the United States—

Legal—

Antitrust laws (Sherman Law, Federal Trade Commission Act, Clayton Act).

Demand for declaratory legislation.

Economic—

American exporters obliged to compete individually with foreign groups.

Small American manufacturer has no chance to enter foreign markets.

Advantage of cooperation in export trade, viz, saving of overhead expenses, joint advertising, joint development of new markets.

II. Effect of the World War upon international trade:

Universal drive for foreign markets.

Growth of tendency toward combinations—

Formation of trade associations.

How foreign Governments encouraged the formation of combines of producers and purchasers.

The United States becomes leading commercial nation of the world.

Webb Law advocated as means to promote American export trade by President Wilson, Secretary Redfield, the Federal Trade Commission, United States Chamber of Commerce, National Foreign Trade Council, and numerous trade associations and individuals.

III. The Webb Law:

What the act provides for—

Allows formation of associations solely for export trade.

Exempts, with certain restrictions, associations engaged solely in export trade from Sherman antitrust law.

Extends unfair competition clause of the Federal Trade Commission act so as to apply to unfair acts committed without the territorial jurisdiction of the United States.

Obligatory registration of export associations with Federal Trade Commission.

Investigatory powers of Federal Trade Commission over export associations.

III. The Webb Law—Continued.

Procedure in case associations operating under the act commit unfair acts of competition artificially and intentionally enhance or depress domestic prices, restrain export trade of any domestic competitor, or substantially lessen competition within the United States.

Operation of the act—

Administration by Federal Trade Commission.

Associations operating under the law—

Number of associations.

Industries in which associations have been organized.

Legal and economic structure of export associations.

Advantages of the law.

OUTLINES OF COURSES: GROUP II.

MARKET STUDIES BY MAJOR COMMERCIAL AREAS.

One of the basic subjects in Group I is commercial geography (Course A-3). The field which commercial geography should cover and the methods of covering it are controversial. Educators do not agree concerning them. This disagreement is doubtless due to an attempt to make one single course suffice for all needs. It seems logical that the first or fundamental study of commercial geography by the beginner, usually in high school, should be a survey of the countries of the world and their resources. Such a course is considered to be a prerequisite to the study of commodities of world trade. A study of the origin and destination of the most important commodities that enter into international commerce is a necessary addition to, not an equivalent for, a thorough study of countries. It is necessary to see the world spread out in its entirety when pig iron, cane sugar, cotton, or copper is mentioned. After having taken both subjects—commercial geography by countries and by commodities of the world's commerce—it is still certain that the student has not yet mastered enough detail about any one region of the world in which he may expect to be employed to do business there successfully. One seldom stops to consider the extent to which a modern merchant must be trained to carry on a successful business in his own country. He must understand conditions that affect the production and distribution of his goods, including the cost of materials and transportation; he must be familiar with the nature of his competition; he must properly measure the needs of the purchasing public and the purchasing power of those who are to buy his product. There are multitudinous facts to be known and considered in connection with the conduct of a successful commercial enterprise in this country. It is apparent that if a person is to be successful in doing business in a foreign country he must know quite as much about that country. Unfortunately, most merchants start at the very beginning in their study of the foreign country. They have not the advantage of a good fund of information such as is gained from contact with their own familiar home environment when they start to a foreign country to do business. Therefore, they must learn details that are taken for granted at home; details that are absolutely essential to the safe and successful conduct of either foreign or domestic business.

If any one person is to know enough about any single country of the world to make his knowledge of sufficient commercial value to induce a firm to employ him because of this knowledge, he must study that country in the greatest detail. Obviously it is impossible for one person to have the time to study many countries in the same detail. Life is too short to develop a man who is a specialist in very many fields. The study of foreign markets is obviously a matter of definite specialization.

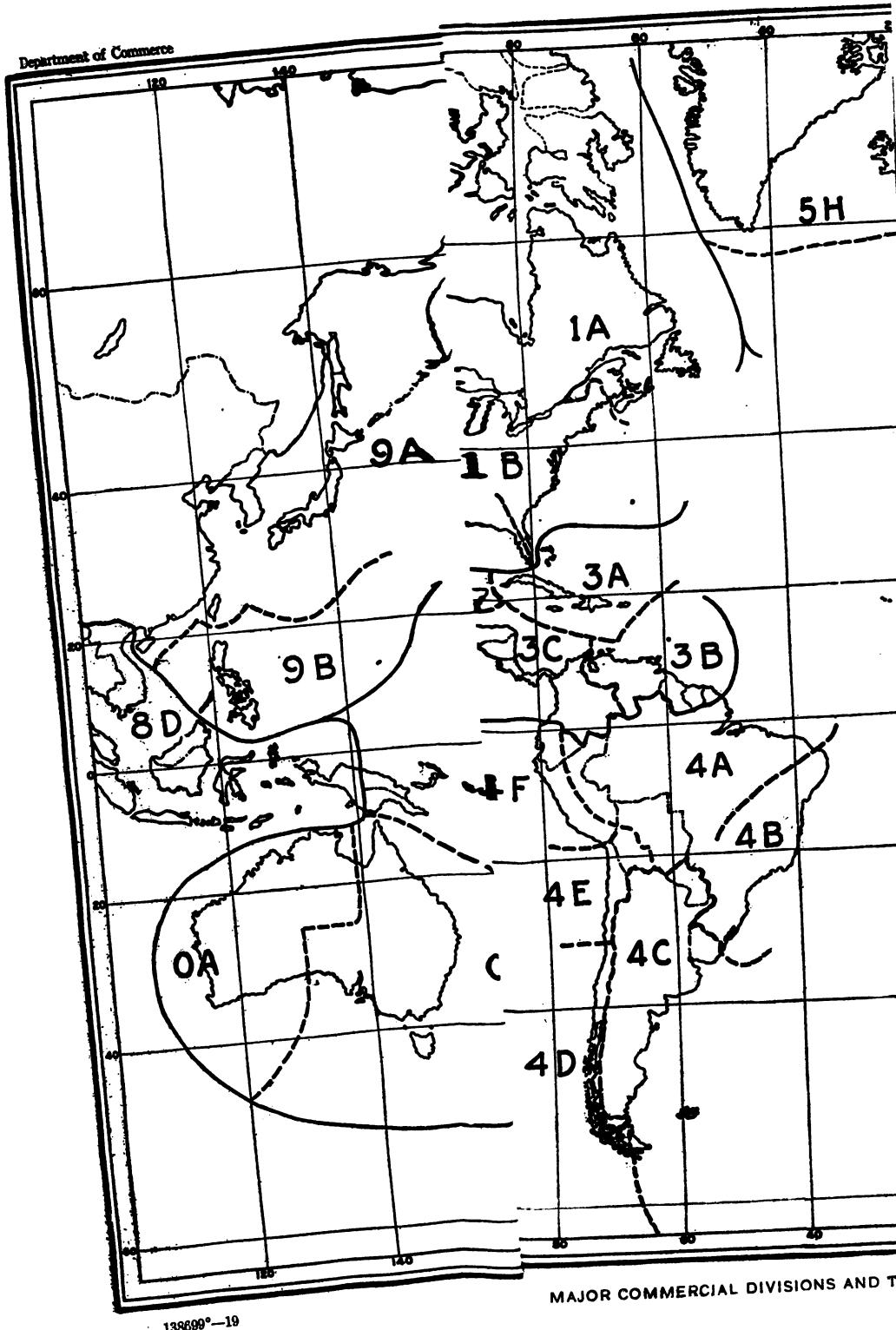
How may the world be divided so as to permit of specialization? The world is divided in school geographies according to the conti-

nents. This is a very easy division and logical enough. It is one with which all are familiar. But, from the commercial standpoint this continental division does not mean anything. The parts of the same continent are often much farther apart commercially than parts of two different continents. Trade does not group itself according to continents, but according to many factors unconnected with continental lines. Transportation routes, character and extent of population, the kind of government, climatic conditions, harbor facilities, etc., all play important parts. Therefore, the continental divisions can not be considered satisfactory as a basis for the study of the markets of the world.

The political divisions might be logical, and, in fact, most of our geographies take up the commerce and resources of one country after another, grouping the smaller countries around the larger ones. This is not an altogether satisfactory arrangement for purposes of foreign-trade study, because of the fact that commercial importance and location rather than size are of greatest importance. A mere listing of the countries for the purpose of studying their commerce will give far from satisfactory results.

The desirability of a division of the world according to major commercial areas has been borne in upon several experts who have conducted entirely independent investigations on this subject. In the summer of 1918 it became obvious to the writer that a division for commercial purposes should be according to commercial dependence and interrelations. A starting point used in the division was the territory that a resident foreign manager of an American firm could be reasonably expected to cover successfully from a resident headquarters. The division depended on the similarity of languages, laws, and other characteristics of the area, but the most important factor is that of transportation. Independently, the Business Training Corporation, in its excellent set of books on foreign trade, made a similar division into about 7 instead of 14 divisions, yet following the same logical reasoning as to the territory that a resident manager could cover with a reasonable chance of success.

A realization of the fact that transportation is the single factor of greatest importance in international commerce brought home to the Division of Planning and Statistics of the United States Shipping Board the fact that the continental division of the world for statistical study or ship operation is not logical. In laying out shipping lines and shipping routes the matter of the division of commerce according to certain centers and tributary areas is of vital importance. The Shipping Board, therefore, in 1918, for their own needs, developed a noncontinental division of the globe. The major commercial areas under the Shipping Board division had a great deal in common with the other divisions made independently by other investigators. There are certain obvious reasons for this inherent agreement in the divisions of the world's commerce since the divisions are only an interpretation of trade facts. This division by the Shipping Board came to the attention of the Bureau of Foreign and Domestic Commerce, through the Roorbach committee for the reclassification of export and import statistics. The subject was brought up by Dr. Colby, and with other geographers and economists the point has been developed that the summarization of import and export statistics



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according to continents meant nothing, but that if made according to commercial areas the statistics would mean a great deal to shipping lines and commercial interests. For purposes of comparison it was decided to abide by a common plan of subdivision to be determined upon after careful study. This study resulted in a redraft of the Shipping Board map as shown here. This map now serves as a basis for the Shipping Board statistics and other trade studies.

The Shipping Board map divides the world into 10 major commercial areas or divisions, numbered 0 to 9, for convenience in mechanical tabulation of statistics. The major commercial divisions are subdivided into trade regions. This makes it possible to concentrate in greater detail on an area with similar water shipping facilities, railroad facilities, and languages. Undoubtedly the subdivision could be continued indefinitely, but the divisions here shown are sufficiently small to make it possible for one person to study an area with some hope of mastering enough of the details to do business there. The Shipping Board map, therefore, has been taken as a basis in developing courses for the various important trade centers of the world that are covered in this bulletin. A key to the map follows. The regions for which study outlines have been prepared are indicated by an asterisk.

1. Atlantic North American division :
 - 1A. Canadian Atlantic region.
 - 1B. United States Atlantic region.
 - 1C. United States Gulf region.
2. Pacific North American division :
 - 2A. Alaskan region.
 - 2B. Canadian Pacific region.
 - 2C. United States Pacific region.
3. Middle American division :
 - *3A. West Indian region.
 - *3B. Eastern Caribbean region.
 - *3C. Western Caribbean region.
 - *3D. Mexican Gulf region.
 - *3E. Mexican Pacific region.
4. South American division :
 - *4A. Amazon region.
 - *4B. Brazilian highland region.
 - *4C. River Plate region.
 - *4D. Central Chilean region.
 - *4E. North Chilean region.
 - *4F. Peruvian region.
5. North European division :
 - *5A. Arctic Russian region.
 - *5B. Scandinavian region.
 - *5C. Eastern Baltic region.
 - 5D. German region.
 - 5E. French Atlantic region
 - 5F. British region.
 - 5G. Netherlands region.
 - 5H. Greenland region.
6. Mediterranean division :
 - 6A. Spanish region.
 - 6B. Italian region.
 - *6C. Black Sea region (Russian ports under Russia).
 - *6D. Eastern Mediterranean region.
 - 6E. North African region.
7. West and South African division :
 - 7A. West African region.
 - 7B. South African region.

8. Indian Ocean division:
 - 8A. East African region.
 - 8B. Arabian region.
 - 8C. British Indian region.
 - *8D. East Indian region.
9. East Asian division:
 - *9A. East Asian region (except Siberia).
 - *9B. Philippine region.
10. Australian division:
 - 10A. West Australian region.
 - 10B. Main Australian region.
 - 10C. South Pacific region.

Language study is discussed under the heading Group III, Foreign Language Courses (p. 188). The language question is one of the most serious items in market studies. An individual to become an expert in any area must know the language of that area. He must be able to speak it with a certain degree of fluency, write a respectable letter in the language, and be able to read the catalogues, reports, and other literature pertaining to his business. Aside from those areas where certain well-known languages, such as Spanish, Portuguese, or French are spoken, there are many divisions of the world where it becomes necessary to learn to speak new and sometimes little-known tongues. In our larger American cities no difficulty should be encountered in finding teachers for any one of ten or twenty languages that may suddenly come to be of vital importance to the person who finds himself headed toward some part of the world to carry on business there. Even with only a few weeks at the disposal of the learner, a start may be made in the key language of the area that will open the ear of the learner to the sound of the language, give him the principles of correct pronunciation, and enable him at least to read the headlines in the newspapers and some of the text. With this start the representative of the American house arriving at his new post at Riga or Saloniki, Helsingfors, or Damascus, should be able to get along until he can find a native teacher and settle down to very hard language study for the first year or more of his residence at his new foreign post. It must be emphasized over and over again that although a language ability will not fit a man to do business in a foreign country any more than the knowledge of English will make a young man a good sales manager of a soap factory in America, the language itself as a means of carrying on the business is essential, and every effort must be put forward to learn it as quickly as possible.

Aside from learning the language the understanding of the foreign country must be both broad and deep. Courses for those who would accomplish this end fall under three general headings: (1) History, government, and institutions; (2) geography, resources, transportation, population, trade statistics, etc.; (3) methods and practices used in carrying on of commerce in the trade regions.

Much might be said here concerning the necessity of knowing the history of the people with whom one is intending to do business, as well as the physical characteristics of the country and the usual methods of doing business. This subject has been gone into by so many writers that it is hardly necessary to emphasize the subject in this bulletin. The papers of Mr. D. E. Delgado and Fr. John F. O'Hara, published in the Proceedings of the Group Session on Commercial Education for Foreign Commerce at the Sixth National For-

eign Trade Convention, Chicago, 1919, are well worth careful study. A discussion of the same topic may also be found in some of the papers read at the Educational Session of the Second Pan American Commercial Conference in Washington, June, 1919. Particular attention is drawn to the papers of Mr. Francisco J. Yanes, Assistant Director of the Pan American Union, and Dr. W. E. Dunn, Assistant Chief of the Latin American Division of the Bureau of Foreign and Domestic Commerce.

The study outlines submitted herewith are intended to cover the three points mentioned above—history, resources, and business methods in the area for which each course is written. It will be noted that the curricula call for much extended reading. Reference material sufficient to give courses of great length and thoroughness is suggested. It is, therefore, left very much to the instructor to condense and classify this material so as to fit it to the needs of the members of his particular group taking the courses, considering the time at their disposal. The conventional division of the material into 15 or a multiple of 15 parts has been made with the usual college-extension course semester in mind. The general idea is that 15 parts will require from 2 to 4 hours a week for 15 weeks and leave 2 evenings a week for language study. In the case of Russia, the Far East, and the Near East, the material might be given double this time to great advantage. Each of the four Latin American courses are thought of as requiring 2 hours weekly for 15 weeks, with 3 or more hours if possible. However, the object of the particular course, the education and experience of the group taking it, and the time at their disposal will determine the amount of time that the teacher can take in covering it to his satisfaction.

The study outlines of the various commercial areas contained in this bulletin are unique. They fit into the general scheme for vocational education, having been prepared under the supervision of the author of this bulletin. They are the result of the best efforts of a number of specialists in the Bureau of Foreign and Domestic Commerce and their staffs. It is doubted if anywhere outside the Federal Government organization could a similar group of experts be gotten together with the same resources at their disposal in the preparation of such thorough outlines as those contained in this bulletin. For instance, the chief and assistant chief of the Latin American division of the Bureau with the entire staff of the division spent days and weeks in the preparation of the Latin American courses. Mr. C. A. McQueen is an expert in this field and Dr. W. E. Dunn has resided in South and Central America for some time and has crystallized his thinking on this subject as a professor of Latin American history and institutions. The same thoroughness can be expected in the Far East courses by Mr. F. R. Eldridge, who spent many years in China and Japan as student interpreter and as United States consul. Mr. C. C. Batchelder was Assistant Secretary of Commerce of the Philippine Islands after many years as a business man in Manila. The Far East Division of the Bureau of Foreign and Domestic Commerce is in charge of men who have spent many years in the Orient and are thoroughly familiar with oriental conditions and the literature bearing upon them, from which material has been taken in the preparation of their study outlines. Dr. J. A. Robertson, of

the research division, has given particular attention to the Near East. Mr. Boris M. Baievsky, himself a native of Russia, has given in his outline the fruits of his exceptional experience and understanding of Russian problems.

The world is not covered by these outlines. Note particularly western and central Europe, which take more American products than all the rest of the world. As the facilities become available for the preparation of additional group studies outlines will be added to those included herein. Courses for several areas have been omitted because of present conditions in those areas. Additional curricula covering other commercial areas, when available, will be issued as supplements to this bulletin.

It is expected that teachers using these outlines will aid in the further development of the work by reporting their experiences in using them, by checking up possible errors, by adding new books, articles, and sources of information, and by otherwise contributing to a better set of market studies by commercial areas in another year.

For the sake of convenience, the courses are enumerated, as follows:

1. Latin America :

- Course I. Mexico, West Indies, and the Caribbean, with the north coast of South America.
- II. The west coast of South America.
- III. Brazil.
- IV. The River Plate region.
(Each outline has 15 study divisions.)

2. Russia :

- The commercial area of the former Russian Empire, including Siberia, with the outlines divided into 45 study divisions.

3. The Levant or Near East :

- Including Greece, the Balkans, Turkey, Asia Minor, 45 divisions, is an exceptionally complete study outline.

4. The Far East :

- Japan, China, the Philippines, and the Dutch East Indies, 45 study divisions.

Obviously it is a serious undertaking to begin one of these courses, but it is a far more serious matter not to know these things if one intends to try to do business with a foreign country. The objective in view is worthy of the greatest attention to the acquisition of the utmost knowledge about an area in which the student is interested. One of these courses is not to be entered into lightly or unadvisedly, but if pursued seriously from beginning to end American commerce will be aided greatly thereby. Only by such serious study can this country hope to hold its own in competition with the other nations for the world's commerce.

1. LATIN AMERICA.

(Prepared by the Latin American Division of the Bureau of Foreign and Domestic Commerce. Charles A. McQueen, chief; William E. Dunn, assistant chief; Myra C. Hole, Ralph J. Warren, Ruth C. Butterworth, Beulah M. Frost, Abigail A. Starbird, and Madeleine Thompson, assistants.)

The following syllabus on Latin American Commerce consists of four distinct courses covering the various geographical groups into which the countries and colonies comprised in that field naturally fall.¹ These courses or groups are as follows:

Course I. Mexico, the West Indies, Central America, Colombia, Venezuela, the Guianas, and Panama.

II. The West-Coast Republics (Ecuador, Peru, Bolivia, and Chile).

III. The River Plate Countries (Argentina, Uruguay, and Paraguay).

IV. Brazil.

This plan has been adopted in order that students may specialize in the portion of Latin America in which they are most interested, without being compelled to cover the entire field unless they so desire.

It is desired to call attention to the practical value to be derived from the study indicated in the historical section. In order to achieve the best results in Latin American commerce, it is essential that a fair cultural background be acquired. The concrete facts of trade alone are not sufficient, and such facts, moreover, can not be properly comprehended if historical antecedents are ignored. The historical section has of necessity been treated somewhat differently from the rest of the course. The first reference cited under the various topics constitutes the minimum amount of reading that is deemed necessary to understand present-day conditions, while the additional references, arranged in alphabetical order, suggest other works which will enable the student to go more thoroughly into the historical phase of the subject. No attempt has been made to prepare a complete bibliography.

In the treatment of geography, economic features, and market analysis, which follow the historical introductions, an effort has been made to indicate some of the accepted authorities whose works are most readily available. Duplication of references is made as a matter of convenience to the teacher and student. It will be observed that in the case of countries of less commercial importance, references are given to main topics, the subheads indicating the points to which attention should be directed, whereas in the more important regions the items under the main headings are separately indexed to indicate the source of specific and complete information.

GENERAL READINGS ON LATIN AMERICA.

Works of a general nature which would be valuable in connection with the more detailed study presented in these courses are given below:

Goldsmith, P. H.: *A Brief Bibliography of Books in English, Spanish, and Portuguese, relating to the Republics commonly called Latin American, with comments.* (New York, 1915, The Macmillan Co.)

¹ This outline of Latin America includes the colonial possessions in the West Indies and South and Central America, because the colonies are generally covered by the shipping and selling organizations in the United States that cultivate Latin-American trade.

- Shuey, H. S.: *Bibliography of Foreign Trade Publications*. (San Francisco, 1918, The ten Bosch Co.)
 Adams, Frederick Upham: *Conquest of the Tropics*. (New York, 1914, Doubleday, Page & Co.)
 Aughinbaugh, W. E.: *Selling Latin America*. (Boston, 1915, Small, Maynard & Co.)
 Bingham, Hiram: *Across South America*. (New York, 1911, Houghton, Mifflin & Co.)
 Bryce, James: *South America: Impressions and Observations*. (New York, 1917, The Macmillan Co.)
 Cooper, Clayton Sedgwick: *Understanding South America*. (New York, 1918, C. Scribner's Sons.)
 Enock, C. R.: *The Republics of South and Central America*. (New York, 1913, C. Scribner's Sons.)
 Ford, Isaac N.: *Tropical America*. (New York, 1893, C. Scribner's Sons.)
 Garcia-Calderon, F.: *Latin America: Its Rise and Progress*. (New York, 1913, C. Scribner's Sons.)
 Hirst, W. A.: *A Guide to South America*. (New York, 1915, The Macmillan Co.)
 Jones, Chester Lloyd: *Caribbean Interests of the United States*. (New York, 1916, D. Appleton & Co.)
 Koebel, W. H.: *South America*. (London, 1918, T. Fisher Unwin.)
 Koebel, W. H.: *British Exploits in South America*. (New York, 1917, The Century Co.)
 Latané, John H.: *The Diplomatic Relations of the United States and Spanish America*. (Baltimore, 1900, The Johns Hopkins Press.)
 Mozans, H. J.: *Up the Orinoco and Down the Magdalena*. (New York, 1919, D. Appleton & Co.)
 Peck, Annie S.: *The South American Tour*. (New York, 1916, Geo. H. Doran Co., revised edition.)
 Pepper, Charles M.: *Panama to Patagonia*. (New York, 1906, Young People's Missionary Movement of the United States and Canada.)
 Post, Charles Johnson: *Across the Andes*. (New York, 1912, Outing Publishing Co.)
 Ross, E. A.: *South of Panama*. (New York, 1915, The Century Co.)
 Ruhl, Arthur: *The Other Americas*. (New York, 1908, C. Scribner's Sons.)
 Shepherd, William R.: *Latin America*. (New York, 1917, Henry Holt & Co.)
 Verrill, A. Hyatt: *Getting Together with Latin America*. (New York, 1918, E. P. Dutton & Co.)

The Pan American Union publishes from time to time monographs containing useful data on individual countries.

Course I.—THE CARIBBEAN.

Parts 1-13.—MEXICO, CENTRAL AMERICAN REPUBLICS, WEST INDIES, GUIANAS, VENEZUELA, COLOMBIA, AND PANAMA.

HISTORICAL BACKGROUND AND POLITICAL HERITAGE.

1. Rise of Spanish nationality.

- a. The medley of races.
- b. The struggle with the Moors.
- c. Growth of absolutism and centralization.
- d. Composite personality of the Spanish "conquistador."

Readings:

- Sweet, W. W.: *A History of Latin America* (New York and Cincinnati, 1919, The Abingdon Press), pp. 7-20.
 Chapman, C. E.: *A History of Spain* (New York, 1919, The Macmillan Co.), pp. 1-52, 202-209.
 Ellis, Havelock: *The Soul of Spain* (Boston, 1908, Houghton, Mifflin & Co.).
 Hume, M. A. S.: *The Spanish People* (New York, 1901, D. Appleton & Co.); *Spain, its Greatness and Decay* (Cambridge, 1898, Oxford Press).
 Merriman, R. B.: *The Rise of the Spanish Empire in the Old World and in the New*, 2 vols. (New York, 1919, The Macmillan Co.).

- 2. Period of discovery, exploration, and colonization.**
- a. Ideas and achievements of Cristobal Colon (Columbus).
 - b. Colonial rivalry of Spain and Portugal.
 - c. Delineation of the coast lines.
 - d. Extension of settlement from Santo Domingo as a center.
 - (1) Conquest and settlement of the neighboring islands.
 - (2) Conquest and settlement of—
 - (a) Mexico and Central America.
 - (b) Darien (Panama).
 - (c) Nueva Andalucia (Venezuela).
 - (d) Nueva Granada (Colombia).
 - e. Foreign encroachments in the West Indies.
- Readings:**
- Sweet, W. W.: A History of Latin America, pp. 32-54, 75-79.
 - Anderson, C. L. G.: Old Panama and Castilla del Oro (Boston, 1914, The Page Co.).
 - Bourne, E. G.: Spain in America (New York, 1904, Harper & Bros.), pp. 8-53, 67-83, 104-132.
 - Bolton, Herbert E., and Marshall, Thomas M.: The Colonization of North America (New York, 1919, Macmillan Co.), Chs. I and II.
 - Richman, Irving B.: The Spanish Conquerors (The Chronicles of America Series, New Haven, 1918, Yale University Press).
 - Haring, C. H.: The Buccaneers in the West Indies in the Seventeenth Century (New York, 1910, E. P. Dutton & Co.).
 - Merriman, R. B.: Rise of the Spanish Empire, Ch. XVII.
 - Moses, B.: Spanish Dependencies in South America, Vol. I (New York, 1914, Harper & Bros.), pp. 1-28 (Castilla del Oro), 29-45 (Venezuela), 46-54 (Colombia).
 - Prescott, W. H.: History of the Conquest of Mexico (New York, 1851, Harper & Bros.).
 - Shepherd, W. R.: Historical Atlas, pp. 106-111.
- 3. The Spanish colonial régime in America.**
- a. Governmental agencies.
 - (1) The Crown; Council of the Indies; House of Trade.
 - (2) The viceroy and other colonial officials.
 - (3) Administrative areas and subdivisions.
 - b. The work of the Church.
 - c. Social and economic conditions.
 - (1) Classes of society (natives, African slaves, mestizos, Creoles, Peninsular Spaniards).
 - (2) Customs and mode of life.
 - (3) Commerce and industries; Spanish exclusive policy.
 - (4) Education and thought.
- Readings:**
- Shepherd, W. R.: Latin America (New York, 1917, Henry Holt & Co.).
 - Sweet, W. W.: History of Latin America, pp. 94-100, 102-128.
 - Bourne, E. G.: Spain in America, pp. 202-242, 253-301.
 - Lea, H. C.: The Inquisition in the Spanish Dependencies (New York, 1908, The Macmillan Co.).
 - Moses, B.: Spanish Dependencies, I, pp. 230-275; II, pp. 396-416. Establishment of Spanish Rule in America (New York and London, 1898).
 - Akers, C. E.: A History of South America (New York, 1912, E. P. Dutton & Co.), pp. 3-34.
- 4. Struggle for independence, and establishment of separate political entities, 1808-1826.**
- a. Early symptoms of unrest; influence of North American and French revolutions.
 - b. Napoleonic invasion of Spain, and its reaction in America.
 - c. Course of the struggle in—
 - (1) Venezuela and Colombia (Miranda, Bolívar, Sucre, etc.).
 - (2) Mexico and Central America (Hidalgo and Iturbide).
 - (3) Santo Domingo and Haiti; Toussaint Louverture.
 - (4) The revolt in other portions of Spanish America; Bolívar and San Martín.
 - (5) Continued subjection of Cuba and Porto Rico to Spain.
 - d. The Monroe Doctrine and foreign recognition.
 - e. Formation and dissolution of early confederations.
 - (1) Great Republic of Colombia.
 - (2) The Central American Republic.
 - (3) Emergence of individual States comprised in this group.

4. Struggle for independence, and establishment of separate political entities, 1808-1826—Continued.

c. Formation and dissolution of early confederations—Continued.

Readings:

- Shepherd, W. R.: Latin America, pp. 69-81.
 Sweet, W. W.: History of Latin America, pp. 140-173.
 Bingham, H.: The Monroe Doctrine, An Obsolete Shibboleth (New Haven, 1913, Yale Press); Latin America and the Monroe Doctrine (New Haven, 1914).
 Garcia-Calderon, F.: Latin America, Its Rise and Progress (New York and London, 1913), pp. 58-85, 226-231.
 Moses, B.: South America on the Eve of Emancipation (New York and London, 1908).
 Paxson, F. L.: Independence of the South American Republics (Philadelphia, 1903, Terris & Leach).
 Robertson, W. S.: Rise of the Spanish American Republics (New York, 1918, D. Appleton & Co.).
 Latané, J. H.: The Diplomatic Relations of the United States and Spanish America (Baltimore, 1900, the Johns Hopkins Press).

5. Modern historical development of the individual republics.

a. Mexico.

- (1) Transition from empire to republic.
- (2) The revolt and independence of Texas, 1835-1836.
- (3) War with the United States, 1846-1848.
- (4) Juarez and the struggle with the Church; constitution of 1857.
- (5) The French intervention, and Maximilian's short-lived empire 1861-1867.
- (6) The Diaz régime, 1876-1910.
- (7) The Madero revolution and administration, 1910-1913.
- (8) Dictatorship of Huerta.
- (9) The Carranza administration.
- (10) Present problems and tendencies.
 - (a) Governmental institutions and politics.
 - (b) International relations.
 - (c) Social and industrial conditions.

Readings:

- Sweet, W. W.: History of Latin America, pp. 202-210.
 Bancroft, H. H.: History of Mexico (New York, 1914, The Bancroft Co.).
 Hasbrouck, Louise E.: Mexico from Cortes to Carranza (New York, 1918, D. Appleton & Co.).
 MacHugh: Modern Mexico (New York, 1914, Dodd, Mead & Co.).
 Martin, Percy F.: Mexico of the Twentieth Century, 2 vols. (London, 1907, Edwin Arnold).
 Trowbridge, E. D.: Mexico To-day and To-morrow (New York, 1919, The Macmillan Co.).

b. Central American Republics.

- (1) Guatemala.
 - (a) Transition from confederation to separate republic.
 - (b) Early dissensions.
 - (c) Recent development and progress.
 - (d) International relations; the United States and Central America; the unionist movement.
 - (e) Present problems and tendencies.
 - Government and politics.
 - Social and industrial conditions.
- (2) El Salvador.
 (Follow outline as under Guatemala.)
- (3) Honduras.
 (Outline as above.)
- (4) Nicaragua.
 (Outline as above.)
- (5) Costa Rica.
 (Outline as above.)
- (6) The colony of British Honduras. (Distinguish clearly from Honduras.)

Readings (general works):

- Jones, C. L.: Caribbean Interests of United States, Ch. X (New York, 1916, D. Appleton & Co.).
 Koebel, W. H.: Central America (New York, 1917, Charles Scribner's Sons).
 Munro, Dana G.: The Five Republics of Central America (New York, 1918, Oxford Press).

5. Modern historical development of the individual republics—Continued.

b. Central American Republics—Continued.

Readings (general works)—Continued.

Scrogg, W. O.: *Filibusters and Financiers* (New York, 1916, The Macmillan Co.).

Squier, E. G.: *Notes on Central America* (New York, 1855, Harper & Bros.).

Sweet, W. W.: *History of Latin America*, pp. 210–213, 259.

Domville-Fife, C. W.: *Guatemala and the States of Central America* (New York, 1913, James Pott & Co.).

Readings (books on individual countries):

Winter, Nevil O.: *Guatemala and Her People of To-day* (Boston, 1908, L. C. Page & Co.).

Martin, F. F.: *Salvador of the Twentieth Century* (New York, 1911, Longmans, Green & Co.).

Squier, E. G.: *Honduras, Descriptive, Historical, and Statistical* (London, 1870, Trübner & Co.).

Stout, P. F.: *Nicaragua, Past, Present, and Future* (Philadelphia, 1859, J. E. Potter).

Rodway, J.: *The West Indies and the Spanish Main*, Ch. XVI (New York, 1896, G. P. Putnam's Sons).

Fernandez-Guardia, R.: *History of the Discovery and Conquest of Costa Rica* (New York, 1913, Crowell & Co.).

Calvo, Joaquin B.: *The Republic of Costa Rica* (Chicago and New York, 1890, Rand, McNally & Co.).

c. Cuba.

- (1) Conditions under the Spanish régime.
- (2) Intervention of the United States and independence, 1898.
- (3) Recent development and progress.
- (4) International relations.
- (5) Present problems and tendencies.
 - (a) Government and politics.
 - (b) Social and industrial conditions.

Readings:

Forbes-Lindsay, C. H.: *Cuba and Her People of To-day* (Boston, 1901, L. C. Page & Co.).

Hill, R. T.: *Cuba and Porto Rico, with the Other Islands of the West Indies* (New York, 1909, The Century Co.).

Jones, C. L.: *Caribbean Interests of the United States*, Ch. VI (New York, 1916, D. Appleton & Co.).

Robinson, A. G.: *Cuba, Old and New* (New York, 1915, Longmans, Green & Co.); *Cuba and Intervention* (New York, 1905).

Wright, I. A.: *Cuba* (New York, 1910, The Macmillan Co.).

d. Dominican Republic.

- (1) Early days of the republic.
- (2) Recent development and progress.
- (3) International relations.
- (4) Present problems and tendencies.
 - (a) Government and politics.
 - (b) Social and industrial conditions.

Readings:

Hazard, Samuel: *Santo Domingo, Past and Present: With a Glance at Haiti* (New York, 1878, Harper & Bros.).

Jones, C. L.: *Caribbean Interests of the United States*, Ch. VIII.

Schoenrich, Otto, *Santo Domingo: A Country with a Future* (New York, 1918, The Macmillan Co.).

Stoddard, T. L.: *The French Revolution in San Domingo* (Boston 1914, Houghton, Mifflin Co.).

e. Haiti.

- (1) Early days of the republic.
- (2) Recent development and progress.
- (3) International relations.
- (4) Present problems and tendencies.

Readings:

Hazard, Samuel: *Santo Domingo, Past and Present: With a Glance at Haiti*.

Jones, C. L.: *Caribbean Interests of the United States*, Ch. LX.

Prichard, Hesketh: *Where Black Rules White* (Westminster, 1900, A. Constable & Co.).

f. French West Indies (Martinique, Guadeloupe, etc.)

- (1) The Martinique disaster, May, 1902.
- (2) Colonial administration and government.
- (3) Present problems and tendencies.

5. Modern historical development of the individual republics—Continued.
 f. French West Indies (Martinique, Guadeloupe, etc.)—Continued.

Readings :

Bonsal, Stephen : *The American Mediterranean* (New York, 1912, Moffat, Yard & Co.).
 Hearn, Lafcadio : *Two Years in the French West Indies* (New York, 1890, Harper & Bros.).
 Jones, C. L. : *Caribbean Interests of the United States*, Ch. V.
 Ober, F. A. : *Our West Indian Neighbors* (New York, 1904, Jas. Pott & Co.) ; *Guide to the West Indies and Bermudas* (New York, 1908, Dodd, Mead & Co.).

- g. British West Indies (Jamaica, Barbados, Windward Islands, Leeward Islands, Bahamas, Bermuda, Trinidad).

- (1) Colonial administration and government.
 (2) Present problems and tendencies.

Readings :

Aspinall, A. E. : *The British West Indies* (Boston, 1912, Little, Brown & Co.).
 Gardner, W. J. : *A History of Jamaica* (New York, 1909, D. Appleton & Co.).
 Hill, R. T. : *Cuba and Porto Rico, with the Other Islands of the West Indies*.
 Jones, C. L. : *Caribbean Interests of the United States*, Chs. III and IV.
 Walker, H. de R. : *The West Indies and the Empire* (London, 1901, T. Fisher Unwin).

- h. Dutch West Indies (Curacao, Oruba, Bonaire).

- (1) Colonial administration and government.
 (2) Present problems and tendencies.

Readings :

Jones, C. L. : *Caribbean Interests of the United States*, pp. 72–76.
 Scruggs, W. L. : *Colombian and Venezuelan Republics*, Ch. XV (Boston, 1905, Little, Brown & Co.).

- i. Insular possessions of the United States (Porto Rico, Virgin Islands).

- (1) Porto Rico.

- (a) Conditions under Spanish régime.
 (b) Annexation to the United States, 1898.
 (c) Growth and progress.
 (d) Present problems and tendencies.

Readings :

Hill, R. T. : *Cuba and Porto Rico, with the Other Islands of the West Indies*.
 Jones, C. L. : *Caribbean Interests of the United States*, Ch. VII.
 Rowe, L. S. : *The United States and Porto Rico* (New York, 1904, Longmans, Green & Co.).
 Verrill, A. H. : *Porto Rico, Past and Present, and Santo Domingo of To-day* (New York, 1914, Dodd, Mead & Co.).

- (2) Virgin Islands.

- (a) The Danish régime.
 (b) Purchase by the United States, 1917.
 (c) Present problems and conditions.

Readings :

De Booy and Faris : *The Virgin Islands, Our New Possessions, and the British Islands* (Philadelphia, 1918, J. B. Lippincott).
 Zabriskie, L. K. : *The Virgin Islands of the United States* (New York, 1918, G. P. Putnam's Sons).
 Westergaard, Waldemar, *The Danish West Indies* (New York, 1917, The Macmillan Co.).

- j. The Guianas (British, French, and Dutch).

- (1) Early settlement and progress by each nation.
 (2) Recent development and present conditions in—
 (a) British Guiana.
 (b) French Guiana.
 (c) Dutch Guiana.

Readings :

Jones, C. L. : *Caribbean Interests of the United States*, pp. 62–63, 72–74, 71–72.
 Bonsal, S. : *The American Mediterranean* (New York, 1912, Moffat, Yard & Co.).
 Rodway, J. : *Guiana, British, Dutch, and French* (New York, 1912, Charles Scribner's Sons) ; *Handbook of British Guiana*, 1913 (Georgetown, B. G.).

5. Modern historical development of the individual republics—Continued.

k. Venezuela.

- (1) Early political events. (Guzman Blanco; Castro.)
- (2) Later development and progress.
- (3) International relations.
 - (a) Boundary disputes with Great Britain.
 - (b) Foreign aggressions, 1902.
 - (c) Relations with United States.
 - (d) Differences with Colombia.
- (4) Present problems and tendencies.

Readings:

- Dawson, T. C.: South American Republics, 2 vols. (New York 1904, G. P. Putnam's Sons), Vol. II, pp. 347-399.
- Garcia-Calderon, F.: Latin America, Its Rise and Progress, pp. 101-112.
- Bates, Landon, Jr.: The Path of the Conquistadores (Boston, 1912, Houghton, Mifflin Co.).
- Dalton, L. V.: Venezuela (London, 1912, T. Fisher Unwin).
- Jones, C. L.: Caribbean Interests of the United States, pp. 242-250.
- Scruggs, W. L.: The Colombian and Venezuelan Republics (Boston, 1900, Little, Brown & Co.).
- Akers, C. E.: History of South America (New York, 1912, E. P. Dutton & Co.), pp. 617-646, 675.

l. Colombia.

- (1) Early political events.
- (2) Later development and progress.
- (3) International Relations.
 - (a) Differences with Venezuela.
 - (b) The revolution of Panama, and relations with United States.
- (4) Present problems and tendencies.

Readings:

- Dawson, T. C.: South American Republics, Vol. II, pp. 403-472.
- Garcia-Calderon, F.: Latin America, Its Rise and Progress, pp. 201-212.
- Eder, P. J.: Colombia (New York, 1913, Charles Scribner's Sons).
- Jones, C. L.: Caribbean Interests of the United States, pp. 229-242.
- Levine, V.: Colombia (New York, 1914, D. Appleton & Co.).
- Thompson, N.: Colombia and the United States (London, 1914).
- Akers, C. E.: History of South America, pp. 591-616, 675.

m. Panama.

- (1) Revolution of 1903 and independence from Colombia.
- (2) Organization and progress of the new republic.
- (3) International relations.
- (4) Present problems and tendencies.

Readings:

- Dawson, T. C.: South American Republics, Vol. II, pp. 475-489.
- Forbes-Lindsay, C. H.: Panama and the Canal To-day (Boston, 1910, J. C. Page & Co.).
- Gause and Carr: The Story of Panama (Boston, 1912, Silver, Burdett & Co.).
- Haskins, F. J.: The Panama Canal (New York, 1913, Doubleday, Page & Co.).
- Jones, C. L.: Caribbean Interests of the United States, pp. 193-216.

Part 14.—MEXICO.

(The numbers cited in parentheses refer to list of publications following.)

1. Geography; natural features (1, 3, 6):

Area; population; topographical characteristics (central plateau, arid regions, "tierra caliente" or hot land); climate; rivers; coast line and harbors; principal States and centers of population.

2. Communication (1, 3, 4, 8):

Railways (5, 12); steamship routes; port facilities; chief ports of entry; roads and highways; telegraph and cable service.

3. Natural resources and industries (1, 3, 4, 8):

Mineral products (9), silver, copper, gold, zinc, petroleum (13); importance of Mexican mineral resources.

Vegetable products, fibers, sugar, cotton, grains, fruits.

3. Natural resources and industries—Continued.
Forests (16); chicle.
Textile and other manufacturing industries.
4. Banking and Finance (2, 14, 15):
Public debt (10); currency; banks (15); exchange; investment of foreign capital.
5. Trade and trade methods (6, 7, 11):
Statistics of trade by commodities and countries (17); the chief imports and exports; geographical advantage of the United States (familiarity of Mexican consumer with American goods); commercial laws; weights and measures; advertising methods; sales methods.

Note: Because of disturbed conditions in Mexico since 1913, detailed statistics are lacking and no reports on the market for specific commodities are available.

General publications:

1. R. J. MacHugh: *Modern Mexico* (New York, Dodd, Mead & Co.).
2. E. D. Trowbridge: *Mexico To-day and To-morrow* (New York, The Macmillan Co.).
3. Mexico: A General Sketch (Pan American Union).
4. Mexican Yearbook (London, John Gibson).
5. F. M. Halsey: *The Railways of South and Central America* (New York, F. M. Fitch, Inc.).
6. Statesman's Yearbook (New York, The Macmillan Co.).
7. E. B. Filsinger: *Exporting to Latin America* (New York, D. Appleton & Co.).
8. Encyclopedia of Latin America (New York, The Encyclopedia Americana Corporation).
9. The Mineral Industry (New York, McGraw Hill Book Co.).
10. Annual Report of the Corporation of Foreign Bondholders (London, Williams, Lea & Co., Ltd.).

Publications of the Bureau of Foreign and Domestic Commerce:

11. Supplements to Commerce Reports, annual series, No. 32.
12. Commerce Reports, 1918, No. 181: Mexican Railways.
13. Commerce Reports, 1918, No. 235: Mexican Oil Situation.
14. Commerce Reports, 1918, No. 823: Plans for Mexican Reconstruction.
15. Commerce Reports, 1919, No. 27: The New Banking Law of the Republic of Mexico.
16. Special Agents Series No. 165: Tanning Materials of Latin America.
17. Miscellaneous Series Nos. 15, 23, 38, 63, 78: Trade of the United States with the World.

Part 15.—CUBA.

(The numbers cited in parentheses refer to list of publications following.)

1. Geography; natural features (1, 2, 3, 4, 11):
Area; population; topographical characteristics; variety of soils; climate; rainfall; rivers and streams; indented coast line and numerous harbors.
2. Communication (2, 3, 4, 8, 11, 24):
Steamship service (coastwise and overseas); principal ports and their facilities; railways; extensive highways; cable and telegraph lines.
3. Natural resources and industries (1, 2, 3, 4, 9, 11):
Agricultural products, cane sugar and molasses (13); tobacco, tropical fruits.
Timber products, dyewoods and hardwoods.
Mineral products, copper, iron, zinc ore.
Animal products, honey, wax, hides.
4. Banking and finance (1, 5, 11, 16):
National and foreign banks (11); financing of sugar crop (20); public debts and revenues (5); foreign investments (1).
5. Trade and trade methods (6, 10, 11, 20):
Trade statistics by commodities and countries (10, 12); trade advantage of United States in proximity to Cuba; American influence leads to Cuban demand for American goods; commercial laws (7, 22); weights and measures; advertising (14); sales methods, credits.
Market analysis and trade methods for specific commodities (20):
Construction materials and machinery (15); boots and shoes (16); paper, paper products, and printing machinery (17); electrical goods (18); textiles (19); paints and varnishes (23); automobiles (24); jewelry and silverware (25).

General publications:

1. A. G. Robinson: *Cuba, Old and New* (New York, Longmans, Green & Co.).
2. Ramon Bustamont: *Cuba, the Pearl of the Antilles* (St. Louis, Foreign Publishing Co.).
3. R. T. Hill: *Cuba and Porto Rico* (New York, The Century Co.).
4. Cuba (Habana, Department of Agriculture).

General publications—Continued.

5. Insular Possessions of the United States, No. 7: Republic of Cuba (New York, Harvey Fisk & Sons, Bond Books).
6. E. B. Filisinger: Exporting to Latin America (New York, D. Appleton & Co.).
7. Commercial Laws of the World (Boston, the Boston Book Co.).
8. Statesman's Yearbook (New York, The Macmillan Co.).
9. Encyclopedia of Latin America (New York, Encyclopedia American Corporation).

Publications of the Bureau of Foreign and Domestic Commerce:

10. Supplements to Commerce Reports, annual series, No. 25.
11. Special Agents Series No. 141: The West Indies as an Export Field.
12. Miscellaneous Series Nos. 15, 23, 38, 63, 78: Trade of the United States with the World.
13. Miscellaneous Series No. 53: Sugar Industry.
14. Special Agents Series No. 178: Advertising in Cuba.
15. Special Agents Series No. 139: Market for Construction Materials and Machinery in Cuba.
16. Special Agents Series No. 133: Market for Boots and Shoes in Cuba.
17. Special Agents Series No. 132: Markets for Paper, Paper Products, and Printing Machinery in Cuba.
18. Special Agents Series No. 128: Electrical Goods in Cuba.
19. Special Agents Series No. 126: Textiles in Cuba.
20. Special Agents Series No. 61: Cuba as a Buyer and Seller.
21. Special Consular Reports No. 68: Tobacco Trade of the World.
22. Tariff Series No. 35: Commercial Travelers in Latin America.
23. Commerce Reports, 1919, No. 75: Paint and Varnish Markets in West Indies, Mexico, and Central America.
24. Commerce Reports, 1919, No. 180: Automobile Markets in the West Indies.
25. Special Agents Series No. 181: Jewelry and Silverware in Cuba.

Parts 16-17.—WEST INDIES.

(The numbers cited in parentheses refer to list of publications following.)

DOMINICAN REPUBLIC, HAITI, BRITISH WEST INDIES.

1. Geography and natural features (1, 2, 4, 5, 7, 9):
Area; population (African descent, speaking different languages); topographical characteristics (mountains, valleys, plains); fertility of soils; climate; streams; numerous bays; harbors.
2. Communication (1, 4, 7, 9, 13, 15):
Steamship service (coastwise and overseas); meager railway service; need of highways; cable and telegraph lines.
3. Natural resources and industries (1, 6, 9, 13):
Agricultural products, cacao, sugar, coffee, coconuts, tobacco, ginger, rum.
Mineral products, asphalt, petroleum.
Cattle raising, hides; honey.
4. Banking and finance (1, 5, 9, 11, 13):
Public debts and revenues; customs collections; national and foreign banks; exchange; foreign investments; crop financing.
5. Trade and trade methods (9, 12, 13):
Trade statistics showing imports and exports, by commodities and countries of origin (8, 9, 10, 12, 13); trade relations influenced by colonial history (1, 5, 6, 9, 11, 13); commercial customs (8, 9, 10, 13, 14); weights and measures (7, 9); advertising and sales methods (8, 9, 10); credits (8, 9, 10, 13).
Market analysis and trade methods for specific commodities: Textiles (8); shoes (10); automobiles (15); general (13).

General publications:

1. Otto Schoenrich: Santo Domingo, A Country with a Future (The Macmillan Co., New York).
2. Robert T. Hill: Cuba and Porto Rico, with Other Islands of the West Indies (The Century Co., New York).
3. James Rodway: The West Indies and the Spanish Main (Charles Scribner's Sons, New York).
4. Frederick A. Ober: A Guide to the West Indies, Bermuda, and Panama (Dodd, Mead & Co., New York).
5. J. C. Ford and Frank Cundall: Handbook of Jamaica (Government Printing Office, Kingston, Jamaica).
6. Proceedings Pan American Scientific Congress, Vol. XI, p. 521; Development of Dominican Republic.
7. Statesman's Yearbook, latest edition.

Publications of the Bureau of Foreign and Domestic Commerce:

8. Special Agents Series No. 137: Textiles in Porto Rico and Jamaica.
9. Special Agents Series No. 141: The West Indies as an Export Field.
10. Special Agents Series No. 145: Market for Boots and Shoes in Jamaica.
11. Special Agents Series No. 169: Investments in Latin America and the British West Indies.

Publications of the Bureau of Foreign and Domestic Commerce—Continued.

12. Miscellaneous Series Nos. 15, 23, 38, 63, 78 : Trade of the United States with the World.
 13. Supplements to Commerce Reports : No. 22, British West Indies; No. 26, Dominican Republic; No. 30, Haiti.
 14. Tariff Series No. 35 : Commercial Travelers in Latin America.
 15. Commerce Reports, 1919, No. 160 : Automobile Markets in the West Indies.
- Additional readings :**
- William E. Aughinbaugh : Selling Latin America (Small, Maynard & Co., Boston).
 - Frederick Upham Adams : Conquest of the Tropics (Doubleday, Page & Co., New York).
 - A. Hyatt Verrill : A Book of the West Indies (E. P. Dutton & Co., New York).
 - A. Hyatt Verrill : Getting Together with Latin America (E. P. Dutton & Co., New York).
 - Latin American Yearbook, 1919 : (Criterion Newspaper Syndicate, Inc., New York).

FRENCH WEST INDIES, DUTCH WEST INDIES, INSULAR POSSESSIONS OF UNITED STATES (PORTO RICO, VIRGIN ISLANDS).

1. Geography ; natural features (1, 3, 4, 6, 7) :
 - Area (4, 7) ; population (greatest density per square mile) (4, 6) ; climate, topographical characteristics, mountains, valleys, coast plains, harbors (1, 4, 7, 11).
2. Communication (4, 7, 11, 14) :
 - Steamship service, coastwise and oversea ; meager railway service ; importance of highways ; cable and telegraph lines.
3. Natural resources and industries (1, 5, 7, 13) :
 - Sugar, tobacco, fruits, hides, honey, cotton, bay rum, cacao, vanilla, coffee.
4. Banking and financing (5, 7, 11, 13) :
 - Banking institutions, native and foreign ; foreign investments ; crop financing, public debts and revenues ; exchange.
5. Trade and trade methods (2, 7, 8, 9, 10, 11, 12, 13, 14) :
 - Trade statistics showing imports and exports by commodities and countries of origin ; trade relations influenced by colonial history and shipping facilities ; tariff concessions to mother countries ; advertising and sales methods ; credits.

General publications :

1. Robert T. Hill : Cuba and Porto Rico, with the Other Islands of the West Indies (The Century Co., New York).
2. Chester Lloyd Jones : Caribbean Interests of the United States (D. Appleton & Co., New York).
3. Theodore De Booy and John T. Faris : The Virgin Islands, Our New Possessions, and the British Islands (J. B. Lippincott Co., Philadelphia).
4. The Statesman's Yearbook (The Macmillan Co., New York).
5. Annual Report of Governor of Porto Rico (Government Printing Office, Washington).
6. Census of Virgin Islands of United States (Government Printing Office, Washington).

Publications of Bureau of Foreign and Domestic Commerce :

7. Special Agents Series No. 141 : West Indies as an Export Field.
8. Special Agents Series No. 135 : Market for Boots and Shoes in Porto Rico.
9. Special Agents Series No. 137 : Textiles in Porto Rico and Jamaica.
10. Special Agents Series No. 134 : Electrical Goods in Porto Rico.
11. Special Agents Series No. 129 : The Danish West Indies.
12. Miscellaneous Series Nos. 15, 23, 38, 63, and 78 : Trade of the United States with the World.
13. Supplements to Commerce Reports : No. 27, Dutch West Indies ; No. 28, French West Indies ; No. 37, Danish West Indies.
14. Commerce Reports, 1919, No. 160 : Automobile Markets in the West Indies.

Additional readings :

- James Rodway : The West Indies and the Spanish Main (Chas. Scribner's Sons, New York).
- H. A. Aspinwall : Pocket Guide to the West Indies (Duckworth & Co., London).
- A. Hyatt Verrill : A Book of the West Indies (New York, 1917, E. P. Dutton & Co.).
- Herdman F. Cleland : Curacao, a Losing Colonial Venture (Bulletin of the American Geographical Society, Vol. XLI, No. 3, 1909).
- Guy Emerson : Virgin Islands of the United States (South American, Vol. V, No. 8, New York, June, 1917).
- National Geographical Society : An American Gibraltar (National Geographic Magazine, Vol. XXX, No. 1).
- Frederick A. Ober : A Guide to the West Indies, Bermuda, and Panama (Dodd, Mead & Co., New York).

Part 18.—CENTRAL AMERICAN REPUBLICS (GUATEMALA, SALVADOR, HONDURAS, NICARAGUA, AND COSTA RICA).

(The numbers cited in parentheses refer to list of publications following.)

1. Geography; natural features (1, 9, 11):
Area (variations among different countries); population (comparative density); topographical characteristics (mountain ranges or cordillera and spurs, earthquake regions, plains, and valleys); climate (variations according to altitude); lakes; rivers; coast line; harbors.
2. Communications (7, 11, 12):
Steamship service; principal ports; trade routes; lake and river navigation; railways; highways; cable and telegraph lines.
3. Natural resources and industries (1, 7, 9, 11, 12, 13):
Agricultural products, coffee, bananas, coconuts, cacao, fibers, indigo, cane sugar, tobacco, vanilla, chicle.
Mineral products, gold, silver, copper, lead, zinc.
Timber, mahogany and other woods.
Cattle raising.
Manufacturing, beverages, cotton goods, blankets, brooms.
4. Banking and finance (8, 10, 11, 12, 15):
National and foreign banking institutions; exchange; public debts and revenues; foreign investments.
5. Trade and trade methods (5, 8, 11, 14, 16, 17, 18):
Trade statistics showing imports and exports by commodities and countries of origin; natural markets and sources of supply; trade relations with United States; commercial laws; legal weights and measures; advertising; sales methods; credits.

General publications:

1. W. H. Koebel: Central America (Charles Scribner's Sons, New York).
2. Encyclopedia of Latin America (Encyclopedia Americana Corporation, New York).
3. Charles W. Domville-Fife: Guatemala and the States of Central America (James Pott & Co., New York).
4. Nevil O. Winter: Guatemala and Her People of To-day.
5. E. B. Filsinger: Exporting to Latin America (D. Appleton & Co., New York).
6. The Mineral Industry during 1917, Vol. XXVI (G. A. Roush, McGraw Hill Book Co., New York).
7. Statesman's Yearbook (The Macmillan Co., New York).
8. Commercial Laws of the World (Boston Book Co., Boston).
9. Dana G. Munro: The Five Republics of Central America (Oxford University Press, New York).
10. Frederick Palmer: Central America and Its Problems (Moffat, Yard & Co., New York).

Publications of Bureau of Foreign and Domestic Commerce:

11. Special Agents Series No. 113: Central America as an Export Field.
12. Special Agents Series No. 169: Investments in Latin America and the British West Indies.
13. Special Agents Series No. 165: Tanning Materials in Latin America.
14. Supplements to Commerce Reports, Nos. 24, 29, 31, 34, and 36.
15. Commerce Reports, 1918, No. 286: Credit Terms in Latin America.
16. Commerce Reports, 1919, No. 75: Markets for Paint and Varnish in Central America and the West Indies.
17. Miscellaneous Series, Nos. 15, 23, 38, 63, and 78: Trade of the United States with the World.
18. Tariff Series No. 35: Commercial Travelers in Latin America.

Additional readings:

- F. D. and A. J. Herbertson: Descriptive Geography, Central and South America (Adam and Charles Black, London).
C. M. Pepper: Guatemala, the Country of the Future (Legation of Guatemala, Washington).
Percy F. Martin: Salvador of the Twentieth Century (Longmans, Green & Co., New York).

Part 19.—VENEZUELA AND THE GUIANAS.

(The numbers cited in parentheses refer to list of publications following.)

1. Geography, natural features (1, 4, 11):
Area; population (mixed, sparse); topographical characteristics (mountains, highlands, low country); lake; rivers; forests; climate; irregular coast line; bays; harbors.
2. Communication (1, 2, 8):
Steamship service (river, lake, coastwise, overseas); railways; highways; cable and telegraph lines.
3. Natural resources and industries (1, 3, 8, 11):
Mineral products, copper, gold, coal, iron, petroleum, asphalt.
Vegetable and animal products, coffee, cacao, sugar, rubber, hides.

3. Natural resources and industries—Continued.
Manufactured products, cotton goods, matches, cigarettes.
Pearls.
4. Banking and finance (1, 8):
Public debts and revenues (7); national and foreign banks (10); foreign investment and development companies; exchange.
5. Trade and trade methods (5, 9):
Trade statistics showing imports and exports by commodities and countries of origin (9, 16); trade relations with United States and Europe; commercial laws (6, 15); weights and measures; advertising and sales methods; credits (17).
Market analysis and trade methods for specific commodities: Construction materials and machinery (12); drugs, etc. (13); lumber (14).

General publications:

1. L. V. Dalton: Venezuela (London, T. Fisher Unwin).
2. South American Yearbook, 1915 (New York, International Book Co.).
3. Encyclopedia of Latin America (New York, the Encyclopedia Americana Corporation).
4. Statesman's Yearbook (New York, The Macmillan Co.).
5. E. B. Flisinger: Exporting to Latin America (New York, D. Appleton & Co.).
6. Commercial Laws of the World (Boston, Mass., Boston Book Co.).
7. Annual Report of the Corporation of Foreign Bondholders (London, Williams, Lea & Co., Ltd.).

Publications of the Bureau of Foreign and Domestic Commerce:

8. Special Agents Series No. 169: Investments in Latin America and the British West Indies.
9. Supplements to Commerce Reports: No. 48, Venezuela; No. 44, Guianas.
10. Special Agents Series No. 106: Banking Opportunities in South America.
11. Special Agents Series No. 81: South America as an Export field.
12. Special Agents Series No. 144: Markets for Construction Materials and Machinery in Venezuela.
13. Special Agents Series No. 85: South American Markets for Drug Products, Patent and Proprietary Medicines, Surgical Instruments, and Dental Supplies.
14. Special Agents Series No. 117: Lumber Markets of the West and North Coasts of South America.
15. Tariff Series No. 35: Commercial Travelers in Latin America.
16. Miscellaneous Series Nos. 15, 23, 38, 63, 78: Trade of the United States with the World.
17. Commerce Reports, 1919, No. 52: Practice of Handling Bills of Exchange in South America.

NOTE.—Only a brief discussion of the Guianas will be found necessary. The data required will be found in references Nos. 2, 3, 8, 9, 11, and 16.

Part 20.—COLOMBIA.

(The numbers cited in parentheses refer to list of publications following.)

1. Geography; natural features (1, 2, 9, 11):
Area; population; topographical characteristics (mountains, plateaus, lowlands); climate; heavy rainfall; important navigable rivers; harbors and health conditions.
2. Communication (1, 2, 3, 8, 10):
Steamship service (canal, coastwise, overseas, fluvial); railways (inadequate); highways planned; cable and telegraph lines.
3. Natural resources and industries (1, 2, 11):
Mineral products, gold, platinum, copper, emeralds, petroleum.
Agricultural products, coffee, cacao, bananas, nuts, cotton, rubber, tobacco, vegetable ivory.
Forest products, hardwoods.
Animal products, hides.
Manufactured products.
4. Banking and finance (10):
Public debt and revenues (7); exchange; national and foreign banking institutions; foreign investments.
5. Trade and trade methods (5, 12):
Trade statistics showing imports and exports by commodities and countries of origin (12, 18); chief imports and exports (12); weights and measures (5); sales methods; credits; commercial laws (6, 17).
Market analysis and trade methods for specific commodities: Drugs (13); construction materials and machinery (15); lumber (16); furniture (14).

General publications:

1. P. J. Eder: Colombia (New York, Scribner's Sons).
2. V. Levine: Colombia (New York, D. Appleton & Co.).
3. Statesman's Yearbook (New York, The Macmillan Co.).

General publications—Continued.

4. L. Hutchinson: *The Panama Canal and International Trade Competition* (New York, The Macmillan Co.).
5. E. B. Filsinger: *Exporting to Latin America* (New York, D. Appleton & Co.).
6. *Commercial Laws of the World* (Boston, Mass., Boston Book Co.).
7. *Annual Report of the Corporation of Foreign Bondholders* (London).
8. *South American Yearbook* (New York, International Book Co.).
9. *Encyclopedia of Latin America* (New York, Encyclopedia Americana Corporation).

Publications of the Bureau of Foreign and Domestic Commerce:

10. Special Agents Series No. 169: *Investments in Latin America and British West Indies*.
11. Special Agents Series No. 81: *South America as an Export Field*.
12. Supplements to Commerce Reports: Annual series, No. 42.
13. Special Agents Series No. 85: *South American Markets for Drug Products, Patent and Proprietary Medicines, Surgical Instruments, and Dental Supplies*.
14. Special Agents Series No. 162: *Colombian Markets for American Furniture*.
15. Special Agents Series No. 160: *Markets for Construction Materials and Machinery in Colombia*.
16. Special Agents Series No. 117: *Lumber Markets of the West and North Coasts of South America*.
17. Tariff Series No. 35: *Commercial Travelers in Latin America*.
18. Miscellaneous Series Nos. 15, 23, 38, 63, 78: *Trade of the United States with the World*.

Part 21.—PANAMA.

(The numbers cited in parentheses refer to list of publications following.)

1. Geography; natural features (1, 2, 5, 8):

Area; population; topographical characteristics (mountains, plateaus, lowlands); climate; heavy rainfall; important navigable rivers; harbors and health conditions; Panama Canal.

2. Communication (7, 8):

Steamship service (1, 3); railways (7); lack of roads (8); cable and telegraph lines (6).

3. Natural resources and industries (7, 8):

Principal products, bananas, coconuts, ivory nuts.

Forest and mineral resources.

4. Banking and finance (7):

Public debts and revenues; exchange; national and foreign banking institutions; foreign investments.

5. Trade and trade methods (4):

Trade statistics showing imports and exports by commodities and countries of origin (9, 12); chief exports and imports (9); trade relations with United States influenced by reciprocal needs and convenient shipping facilities; weights and measures (4); sales methods (4); credits; commercial laws (11).

Market analysis and trade methods for specific commodities (8, 10).

General publications:

1. A. Bullard: *Panama, the Canal, the Country, the People* (New York, The Macmillan Co.).
2. W. H. Koebel: *Central America* (New York, C. Scribner's Sons).
3. L. Hutchinson: *The Panama Canal and International Trade Competition* (New York, The Macmillan Co.).
4. E. B. Filsinger: *Exporting to Latin America* (New York, D. Appleton & Co.).
5. *Encyclopedia of Latin America* (New York, the Encyclopedia Americana Corporation).
6. *Statesman's Yearbook* (New York, The Macmillan Co.).

Publications of the Bureau of Foreign and Domestic Commerce:

7. Special Agents Series No. 169: *Investments in Latin America and British West Indies*.
8. Special Agents Series No. 113: *Central America as an Export Field*.
9. Supplements to Commerce Reports, annual series, No. 35.
10. Special Agents Series No. 182: *Markets for Paper, Paper Products, and Printing Machinery in Cuba and Panama*.
11. Tariff Series No. 35: *Commercial Travelers in Latin America*.
12. Miscellaneous Series Nos. 15, 23, 38, 63, 78: *Trade of the United States with the World*.

Course II.—THE WEST COAST.

Parts 1-4.—CHILE, PERU, BOLIVIA, AND ECUADOR.

HISTORICAL BACKGROUND AND POLITICAL HERITAGE.

1. Rise of Spanish nationality.

- a. The medley of races.
- b. The struggle with the Moors.

1. Rise of Spanish nationality—Continued.

a. Growth of absolutism and centralization.

b. Composite personality of the Spanish "conquistador."

Readings:

Sweet, W. W.: *A History of Latin America* (New York and Cincinnati, 1919, The Abingdon Press), pp. 7-20.

Chapman, C. E.: *A History of Spain* (New York, 1919, The Macmillan Co.), pp. 1-52, 202-209.

Ellis, Havelock: *The Soul of Spain* (Boston, 1908, Houghton, Mifflin Co.).

Hume, M. A. S.: *The Spanish People* (New York, 1901, D. Appleton & Co.); *Spain, Its Greatness and Decay* (Cambridge, 1898, Oxford Press).

Merriman, R. B.: *The Rise of the Spanish Empire in the Old World and in the New*, 2 vols. (New York, 1919, The Macmillan Co.).

2. Period of discovery, exploration, and colonization.

a. Ideas and achievements of Cristobal Colon (Columbus).

b. Colonial rivalry of Spain and Portugal.

c. Delineation of the coast lines of the Americas.

d. Extension of settlement from Santo Domingo as a center.

e. Pizarro's conquest of Peru, 1529-1532.

f. Valdivia's expedition to Chile, 1536.

Readings:

Dawson, T. C.: *South American Republics* (New York, 1904, G. P. Putnam's Sons), Vol. II, pp. 3-73, 135-155, 235-247, 285-310.

Shepherd, W. R.: *Latin America* (New York, 1917, Henry Holt & Co.), pp. 9-12.

Sweet, W. W.: *A History of Latin America*, pp. 65-74.

Bourne, E. G.: *Spain in America* (New York, 1904, Harper & Bros.).

Markham, C. R.: *History of Peru* (Chicago, 1892, Chas. H. Sergel & Co.); *Incas of Peru* (London, 1910, Smith, Elder & Co.).

Merriman, R. B.: *The Rise of the Spanish Empire in the Old World and in the New*, Vol. II, Ch. XVII: Spanish Dependencies in South America, Vol. I, pp. 93-120; *Establishment of Spanish Rule in America*, pp. 109-146, 157-187.

Prescott, W. H.: *History of the Conquest of Peru* (New York, 1847, Harper & Bros.).

3. The Spanish colonial régime in America.

a. Governmental agencies.

(1) The Crown; Council of the Indies; House of Trade.

(2) The viceroy and other colonial officials.

(3) Administrative areas and subdivisions.

b. The work of the Church.

c. Incas civilization.

d. Social and economic conditions.

(1) Classes of society (natives, African slaves, mestizos, Creoles, Peninsular Spaniards).

(2) Customs and mode of life.

(3) Commerce and industries; Spanish exclusive policy.

(4) Education and thought.

Readings:

Shepherd, W. R.: *Latin America*.

Sweet, W. W.: *History of Latin America*, pp. 94-100, 102-128.

Bourne, E. G.: *Spain in America*, pp. 202-242, 253-301.

Lea, H. C.: *The Inquisition in the Spanish Dependencies* (New York, 1908, The Macmillan Co.).

Moses, B.: *Spanish Dependencies in South America*, Vol. I, pp. 230-275, Vol. II, pp. 396-416; *Establishment of Spanish Rule in America* (New York and London, 1898).

4. Struggle for independence, and establishment of separate political entities.

a. Early symptoms of unrest; revolt of Tupac Amaru; influence of North American and French revolutions.

b. The Napoleonic invasion of Spain, and its reaction in America.

c. Course of the struggle.

(1) Early Spanish successes.

(2) San Martin and his work in Chile and Peru.

(3) The campaigns of Bolívar and Sucre.

(4) Achievement of independence.

(5) The Monroe doctrine and foreign recognition.

(6) The establishment of the separate Republics of Chile, Peru, and Bolivia; Ecuador, a State in the Republic of Great Colombia.

4. Struggle for independence, and establishment of separate political entities—Continued.

Readings:

- Shepherd, W. R.: Latin America, pp. 69-77.
 Sweet, W. W.: History of Latin America, pp. 156-163.
 Bingham, H.: The Monroe Doctrine, an Obsolete Shibboleth; Latin America and the Monroe Doctrine (New Haven, Yale University Press).
 Dawson, T. C.: South American Republics, Vol. II, pp. 74-97, 156-188, 248-265, 311-319.
 Garcia-Calderon, F.: Latin America, Its Rise and Progress (New York and London, 1913, Chas. Scribner's Sons), pp. 58-85.
 Markham, C. R.: History of Peru.
 Moses, B.: South America on the Eve of Emancipation (New York and London, 1908).
 Paxson, F. L.: Independence of South American Republics (Philadelphia, 1903, Ferris & Leach).
 Robertson, W. S.: Rise of Spanish American Republics (New York, 1918, D. Appleton & Co.).
 Latané, J. H.: The Diplomatic Relations of the United States and Spanish America (Baltimore, 1900, The Johns Hopkins Press).

5. Historical development of individual republics.

a. Chile.

- (1) Early political events, constitution of 1833.
- (2) War with Spain, 1865-1869.
- (3) The War of the Pacific, 1879-1883.
- (4) The Balmaceda revolution, 1891.
- (5) Stabilization of political conditions, and recent development.
- (6) International relations; the Tacna-Arica question.
- (7) Present problems and tendencies.
 - (a) Governmental institutions and politics.
 - (b) Social and industrial conditions.

Readings:

- Dawson, R. C.: South American Republics, Vol. II, pp. 189-231.
 Egana, Rafael: The Tacna and Arica Question (Santiago, 1900).
 Garcia-Calderon, F.: Latin America, Its Rise and Progress, pp. 164-179.
 Scott-Elliott, G. F.: History of Chile (New York, 1907, C. Scribner's Sons).
 Akers, C. E.: A History of South America (New York, 1912, E. P. Duton & Co.), pp. 321-504, 669-672.

b. Peru.

- (1) Early political events.
- (2) War with Spain, 1864-1869.
- (3) The War of the Pacific (Peru and Bolivia against Chile), 1879-1883.
- (4) Recent development.
- (5) International relations; the Tacna-Arica question.
- (6) Present problems and tendencies.
 - (a) Governmental institutions and politics.
 - (b) Social and industrial conditions.

Readings:

- Dawson, T. C.: South American Republics, Vol. II, pp. 98-132.
 Eneck, C. R.: Peru (New York, 1908, Chas. Scribner's Sons).
 Garcia-Calderon, F.: Latin America, Its Rise and Progress, pp. 113-121.
 Maurtua, Victor M.: The Question of the Pacific (Philadelphia, 1901).
 Markham, C. R.: History of Peru.
 Vivian, E. C.: Peru (New York, 1914, D. Appleton & Co.).
 Akers, C. E.: History of South America, pp. 433-554, 672, 673.

c. Bolivia.

- (1) Early political events.
- (2) War with Peru against Chile, 1879-1883.
- (3) Recent development.
- (4) International relations; need for outlet on Pacific.
- (5) Present problems and tendencies.
 - (a) Governmental institutions.
 - (b) Social and industrial conditions.

Readings:

- Akers, C. E.: History of South America, pp. 554-576, 656, 657, 670, 671, 673, 674.
 Dawson, T. C.: South American Republics, Vol. II, pp. 266-281.
 Garcia-Calderon, F.: Latin America, Its Rise and Progress, pp. 122-126.
 Walle, Paul: Bolivia (New York, 1914, Charles Scribner's Sons).

5. Historical development of individual republics—Continued.

d. Ecuador.

- (1) Early political events; separation from Colombia, 1830.
- (2) The period of Garcia-Moreno, 1861-1875.
- (3) Recent progress and development; power of the Church.
- (4) International relations.
- (5) Present problems and tendencies.
 - (a) Governmental institutions and politics.
 - (b) Social and industrial conditions.

Readings:

Dawson, T. C.: *South American Republics*, Vol. II, pp. 320-343.
 Enock, C. R.: *Ecuador* (New York, 1914, Chas. Scribner's Sons).
 Garcia-Calderon, F.: *Latin America, Its Rise and Progress*, pp. 213-221.
 Akers, C. E.: *History of South America*, pp. 577-590.

Parts 5-8.—CHILE.

(The numbers cited in parentheses refer to list of publications following.)

1. Geography; natural features (1, 2, 8, 11, 14):

Area; population; topography; climate; coast line and harbors; principal cities.

2. Communication (1, 7, 13):

Railways (1, 7, 13); steamship routes (12); port facilities (1, 7); chief ports of entry (1, 7); roads and highways (1, 35); telegraph and cable service (1, 7).

3. Natural resources and industries (1, 4, 13, 14):

Mineral products (1, 4, 14); nitrate, iodine by-products (3, 7, 13); copper (13); coal (13, 18); iron (13); silver (13); gold (13); salt (13). Vegetable products (1, 4, 14, 32); cereals (32); viniculture (14); fruits (35); lumber (26).

Manufactured products (1, 4, 14); textiles (22); shoes (19); beverages.

4. Banking and finance (4, 7, 8, 11, 13, 27, 28):

Public debt (13); currency (1, 7, 11); banks (27, 28); exchange (4); investment of foreign capital (13).

5. Trade and trade methods (4, 5, 15):

Statistics of trade by commodities and countries (11, 15, 34); the chief imports and exports (15); commercial laws (9, 10, 33); weights and measures (1, 5); advertising methods (16); credits (28); sales methods (5); effect of Panama Canal on future trade (12).

Market analysis and trade materials for specific commodities; furniture (17); construction materials and machinery (18); wearing apparel (20); textiles (22); fuel (18); electrical goods (21); boots and shoes (19); paper, paper products, and printing machinery (23); machinery and machine tools (25); lumber (26); drugs (29); hardware (30); paints and varnishes (31); automobiles (35).

General publications:

1. George J. Mills: *Chile* (New York, D. Appleton & Co.).
2. G. E. Scott-Elliott: *Chile* (New York, Chas. Scribner's Sons).
3. Sr. Enrique Cuevas: *The Nitrate Industry* (New York, Wm. S. Myers, director of the Chilean nitrate propaganda).
4. L. S. Rowe: *The Early Effects of the European War upon the Finance, Commerce, and Industry of Chile* (New York, Oxford University Press).
5. E. B. Flislinger: *Exporting to Latin America* (New York, D. Appleton & Co.).
6. *The Mineral Industry* (New York, McGraw-Hill Book Co.).
7. *South American Yearbook* (New York, International Book Co.).
8. *Encyclopedia of Latin America* (New York, The Encyclopedia Americana Corporation).
9. *Commercial Laws of the World* (Boston, The Boston Book Co.).
10. E. M. Borchard: *Guide to the Law and Legal Literature of Argentina, Brazil, and Chile* (Washington, Government Printing Office, 1917).
11. *The Statesman's Yearbook* (New York, Macmillan Co.).
12. L. Hutchinson: *The Panama Canal and International Trade Competition* (New York, Macmillan Co.).

Publications of the Bureau of Foreign and Domestic Commerce:

13. Special Agents Series No. 169: *Investments in Latin America and the British West Indies*.
14. Special Agents Series No. 81: *South America as an Export Field*.
15. Supplements to Commerce Reports, No. 41.
16. Special Agents Series No. 185: *Advertising Methods in Chile, Peru, and Bolivia*.
17. Special Agents Series No. 176: *Furniture Markets of Chile, Peru, Bolivia, and Ecuador*.
18. Special Agents Series No. 175: *Construction Materials and Machinery in Chile, Peru, and Ecuador*.

Publication of the Bureau of Foreign and Domestic Commerce—Continued.

19. Special Agents Series No. 174: Markets for Boots and Shoes in Chile and Bolivia.
20. Special Agents Series No. 168: Wearing Apparel in Chile.
21. Special Agents Series No. 167: Electrical Goods in Bolivia and Chile.
22. Special Agents Series No. 164: Textile Markets of Chile.
23. Special Agents Series No. 153: Chilean Market for Paper, Paper Products, and Printing Machinery.
24. Special Agents Series No. 142: Markets for Agricultural Implements and Machinery in Chile and Peru.
25. Special Agents Series No. 118: Markets for Machinery and Machine Tools in Peru, Bolivia, and Chile.
26. Special Agents Series No. 117: Lumber Markets of the West and North Coasts of South America.
27. Special Agents Series No. 106: Banking Opportunities in South America.
28. Special Agents Series No. 90: Banking and Credit in Argentina, Brazil, Chile, and Peru.
29. Special Agents Series No. 85: South American Markets for Drug Products, Patent Medicines, Surgical Instruments, and Dental Supplies.
30. Miscellaneous Series No. 41: Markets for American Hardware in Chile and Bolivia.
31. Commerce Reports, 1919, No. 63: South American Markets for Paint and Varnish.
32. Commerce Reports, 1918, No. 262: The War and Chilean Foodstuffs.
33. Tariff Series No. 35: Commercial Travelers in Latin America.
34. Miscellaneous Series Nos. 15, 23, 38, 63, 78: Trade of the United States with the World.
35. Commerce Reports, 1919, No. 288: Chile as an Automobile Market.

Parts 9-12.—PERU.

(The numbers cited in parentheses refer to list of publications following.)

1. Geography; natural features (1, 2, 3, 6, 7, 10, 11):
Area; population; topography; climate; rivers; coast line and harbors; principal cities.
2. Communication (1, 2, 5, 10):
Railways (2, 5, 10, 29); steamship routes (1, 2, 9); port facilities (1, 2); chief ports of entry (1, 2, 5); roads and highways (1); telegraph and cable service (1, 5, 7).
3. Natural resources and industries (1, 2, 3, 11):
Mineral products, copper, silver, gold, petroleum, quicksilver, lead, vanadium.
Vegetable and animal products (1, 2, 10, 28), cotton, sugar cane, rubber, cocoa, fertilizers (guano).
Industries, sugar, textiles, cottonseed oil.
4. Banking and finance (1, 23, 24):
Public debt (10); currency (11); banks (23, 24); exchange (24); investment of foreign capital (10).
5. Trade and trade methods (4, 12):
Statistics of trade by commodities and countries (7, 12, 31); the chief imports and exports; commercial laws (8, 30); weights and measures (1, 4); advertising methods (13); credits (23, 24); sales methods; effect of Panama Canal on future trade (9).
Market analysis and trade methods for specific commodities: Furniture (14); construction materials and machinery (15); textiles (16); wearing apparel (26); electrical goods (17); fuel (15); boots and shoes (18); agricultural implements and machinery (20); machinery and machine tools (21); lumber (22); drugs (25); hardware (27); paper, paper products and printing machinery (19).

General publications:

1. E. Charles Vivian: Peru (New York, D. Appleton & Co.).
2. P. F. Martin: Peru of the Twentieth Century (New York, Longmans, Green & Co.).
3. M. R. Wright: Old and New Peru (London, George Barrie & Sons).
4. E. B. Filsinger: Exporting to Latin America (New York, D. Appleton & Co.).
5. South American Yearbook (New York, International Book Co.).
6. Encyclopedia of Latin America (The Encyclopedia Americana Corporation).
7. The Statesman's Yearbook (New York, The Macmillan Co.).
8. Commercial Laws of the World (Boston, Boston Book Co.).
9. L. Hutchinson: The Panama Canal and International Trade Competition (New York, The Macmillan Co.).

Publications of the Bureau of Foreign and Domestic Commerce:

10. Special Agents Series No. 169: Investment in Latin America and the British West Indies.
11. Special Agents Series No. 81: South America as an Export Field.
12. Supplements to Commerce Reports, annual series, No. 46.
13. Special Agents Series No. 185: Advertising Methods in Chile, Peru, and Bolivia.
14. Special Agents Series No. 178: Furniture Markets of Chile, Peru, Bolivia, and Ecuador.
15. Special Agents Series No. 175: Construction Materials and Machinery in Chile, Peru, and Ecuador.

- Publication of the Bureau of Foreign and Domestic Commerce—Continued.
16. Special Agents Series No. 158: Textile Markets of Bolivia, Ecuador, and Peru.
 17. Special Agents Series No. 154: Markets for Electrical Goods in Ecuador and Peru.
 18. Special Agents Series No. 152: Market for Boots and Shoes in Peru.
 19. Special Agents Series No. 143: Paper, Paper Products, and Printing Machinery in Peru, Bolivia, and Ecuador.
 20. Special Agents Series No. 142: Markets for Agricultural Implements and Machinery in Chile and Peru.
 21. Special Agents Series No. 118: Markets for Machinery and Machine Tools in Peru, Bolivia, and Chile.
 22. Special Agents Series No. 117: Lumber Markets of the West and North Coasts of South America.
 23. Special Agents Series No. 106: Banking Opportunities in South America.
 24. Special Agents Series No. 90: Banking and Credit in Argentina, Brazil, Chile, and Peru.
 25. Special Agents Series No. 85: South American Markets for Drug Products, Patent and Proprietary Medicines, Surgical Instruments, and Dental Supplies.
 26. Miscellaneous Series No. 74: Wearing Apparel in Peru.
 27. Miscellaneous Series No. 39: Peruvian Markets for American Hardware.
 28. Commerce Reports, 1919, No. 46: The War and Peruvian Foodstuffs.
 29. Commerce Reports, 1919, No. 55: Peruvian Railways.
 30. Tariff Series No. 35: Commercial Travelers in Latin America.
 31. Miscellaneous Series Nos. 15, 23, 38, 63, 78: Trade of the United States with the World.

Parts 13-14.—BOLIVIA.

(The numbers cited in parentheses refer to list of publications following.)

1. Geography; natural features (1, 2, 3, 9, 10):
Area; population; topography; climate; rivers; principal cities.
2. Communication (1, 2, 9):
Railways (2, 9); roads and highways (1); telegraph (8); outlets through Chile and Peru (1); lake and river transportation (1, 2).
3. Natural resources and industries (1, 9, 10):
Mineral products (1, 2, 9, 10); tin (7), silver, gold, bismuth, copper, borax.
Forest products (1, 2, 9, 10), rubber (1, 9).
Lack of native fuel; petroleum resources (9).
4. Banking and finance (1, 9):
Public debt (9); currency (2, 4); banks (9); exchange (1, 14); investment of foreign capital (9).
5. Trade and trade methods (4, 11):
Statistics of trade by commodities and countries (8, 11, 25); the chief exports and imports (11); commercial laws (5, 24); weights and measures (2, 4); advertising methods (12); credits (1, 14); sales methods (4); effect of Panama Canal on future trade (6).
Market analysis and trade methods for specific commodities: Furniture (13); electrical goods (15); textiles (16); wearing apparel (22); paper, paper products, and printing machinery (17); machinery and tools (18); lumber (19); boots and shoes (20); drugs (21); hardware (23).

General publications:

1. Paul Wallie: Bolivia (New York, Chas. Scribner's Sons).
2. South American Yearbook (New York, International Book Co.).
3. Encyclopedia of Latin America (New York, Encyclopedia Americana Corporation).
4. E. B. Flisiger: Exporting to Latin America (New York, D. Appleton & Co.).
5. Commercial Laws of the World (Boston, The Boston Book Co.).
6. L. Hutchinson: The Panama Canal and International Trade Competition (New York, Macmillan Co.).
7. The Mineral Industry (New York, McGraw-Hill Book Co.).
8. Statesman's Yearbook (New York, Macmillan Co.).

Publications of the Bureau of Foreign and Domestic Commerce:

9. Special Agents Series No. 168: Investments in Latin America and the British West Indies.
10. Special Agents Series No. 81: South America as an Export Field.
11. Supplements to Commerce Reports, No. 39.
12. Special Agents Series No. 185: Advertising Methods in Chile, Peru, and Bolivia.
13. Special Agents Series No. 176: Furniture Markets of Chile, Peru, Bolivia, and Ecuador.
14. Special Agents Series No. 174: Markets for Boots and Shoes in Chile and Bolivia.
15. Special Agents Series No. 167: Electrical Goods in Bolivia and Chile.
16. Special Agents Series No. 158: Textile Markets of Bolivia, Ecuador, and Peru.
17. Special Agents Series No. 143: Paper, Paper Products, and Printing Machinery in Peru, Bolivia, and Ecuador.
18. Special Agents Series No. 118: Markets for Machinery and Machine Tools in Peru, Bolivia, and Chile.
19. Special Agents Series No. 117: Lumber Markets of the West and North Coasts of South America.
20. Special Agents Series No. 174: Markets for Boots and Shoes in Chile and Bolivia.

Publication of the Bureau of Foreign and Domestic Commerce—Continued.

21. Special Agents Series No. 85 : South American Markets for Drug Products, Patent and Proprietary Medicines, Surgical Instruments, and Dental Supplies.
22. Miscellaneous Series No. 69 : Wearing Apparel in Bolivia.
23. Miscellaneous Series No. 41 : Markets for American Hardware in Chile and Bolivia.
24. Tariff Series No. 35 : Commercial Travelers in Latin America.
25. Miscellaneous Series Nos. 15, 23, 38, 63, 78 : Trade of United States with the World.

Part 15.—ECUADOR.

(The numbers cited in parentheses refer to list of publications following.)

1. Geography ; natural features (1, 2, 3, 4, 10, 11) :
Area ; population ; topography ; climate ; rivers ; coast line and harbors ; principal cities.
2. Communications (1, 2, 10) :
Railways (1, 2, 10) ; steamship routes (1, 7) ; port facilities (1) ; chief ports of entry (1) ; roads and highways (1, 2) ; telegraph and cable service (4).
3. Natural resources and industries (1, 10, 11) :
Principal products, cacao (8) ; ivory nuts (1, 11) ; sugar (1, 11) ; coffee (1, 11) ; panama hats (1, 11).
4. Banking and finance (9, 10) :
Public debt (9, 10) ; currency (5) ; banks (10) ; exchange (13) ; investment of foreign capital (10).
5. Trade and trade methods (5, 2) :
Statistics of trade by commodities and countries (4, 12, 21) ; the chief imports and exports (12) ; commercial laws (6, 20) ; weights and measures (5) ; sales methods (5) ; effect of Panama Canal on future trade (7).
Market analysis and trade methods for specific commodities : Furniture (13) ; construction materials and machinery (14) ; textiles (15) ; electrical goods (16) ; paper, paper products, and printing machinery (17) ; lumber (18) ; drug products, medicines, surgical instruments, and dental supplies (19).

General publications :

1. C. R. Enoch : Ecuador (New York, 1914, Charles Scribner's Sons).
2. South American Yearbook (New York, International Book Co.).
3. Encyclopedia of Latin America (New York, the Encyclopedia Americana Corporation).
4. Statesman's Yearbook (New York, The Macmillan Co.).
5. E. B. Filsinger : Exporting to Latin America (New York, D. Appleton & Co.).
6. Commercial Laws of the World (Boston, Boston Book Co.).
7. L. Hutchinson : The Panama Canal and International Trade Competition (New York, Macmillan Co.).
8. C. J. J. van Hall : Cocoa (New York, Macmillan Co.).
9. Report of the Corporation of Foreign Bondholders, annual (London, Williams, Lee & Co.).

Publications of the Bureau of Foreign and Domestic Commerce :

10. Special Agents Series No. 169 : Investments in Latin America and the British West Indies.
11. Special Agents Series No. 81 : South America as an Export Field.
12. Supplements to Commerce Reports, annual series, No. 43.
13. Special Agents Series No. 176 : Furniture Markets of Chile, Peru, Bolivia, and Ecuador.
14. Special Agents Series No. 175 : Construction Materials and Machinery in Chile, Peru, and Ecuador.
15. Special Agents Series No. 158 : Textile Markets of Bolivia, Ecuador, and Peru.
16. Special Agents Series No. 154 : Markets for Electrical Goods in Ecuador and Peru.
17. Special Agents Series No. 143 : Paper, Paper Products, and Printing Machinery in Peru, Bolivia, and Ecuador.
18. Special Agents Series No. 117 : Lumber Markets of the West and North Coasts of South America.
19. Special Agents Series No. 85 : South American Markets for Drug Products, Patent and Proprietary Medicines, Surgical Instruments, and Dental Supplies.
20. Tariff Series No. 35 : Commercial Travelers in Latin America.
21. Miscellaneous Series Nos. 15, 23, 38, 63, 78 : Trade of the United States with the World.

Course III.—THE RIVER PLATE.

Parts 1-4.—RIVER PLATE COUNTRIES (ARGENTINA, URUGUAY, AND PARAGUAY).

HISTORICAL BACKGROUND AND POLITICAL HERITAGE.

1. Rise of Spanish nationality.
 - a. The medley of races.
 - b. The struggle with the Moors.

1. Rise of Spanish nationality—Continued.

- c. Growth of absolutism and centralization.
- d. Composite personality of the Spanish "conquistador."

Readings:

- Sweet, W. W.: *A History of Latin America* (New York and Cincinnati, 1919, The Abingdon Press), pp. 7-20.
 Chapman, C. E.: *A History of Spain* (New York, 1919, The Macmillan Co.), pp. 1-52, 202-208.
 Ellis, Havelock: *The Soul of Spain* (Boston, 1908, Houghton, Mifflin Co.).
 Hume, M. A. S.: *The Spanish People* (New York, 1901, D. Appleton & Co.); *Spain, Its Greatness and Decay* (Cambridge, 1898, Oxford Press).
 Merriman, R. B.: *The Rise of the Spanish Empire in the Old World and in the New*, 2 vols. (New York, 1919, The Macmillan Co.).

2. Period of discovery, exploration, and colonization, 1500-1810.

- a. The ideas and achievements of Cristobal Colon (Columbus).
- b. Delineation of the coast lines of the Americas, 1493-1519.
- c. Early voyages of discovery and exploration.

- (1) Solis, 1506.
- (2) Cabot.

d. Expedition of Pedro de Mendoza, 1534.

- (1) Temporary founding of Buenos Aires, 1535.
- (2) Expedition of Ayolas and Irala to Paraguay, and founding of Asuncion, 1536.
- (3) Establishment of capital at Asuncion, and abandonment of Buenos Aires.
- (4) Refounding of Buenos Aires by Garay, 1580.
- (5) Establishment of separate provinces of Buenos Aires, 1617.

e. Progress and development of the region; organized as a viceroyalty in 1776.

Readings:

- Dawson, T. C.: *South American Republics* (New York, 1903, G. P. Putnam's Sons). Vol. I, pp. 3-70.
 Bourne, E. G.: *Spain in America* (New York, 1904, Harper & Bros.), pp. 8-53, 67-83, 104-132.
 Merriman, R. B.: *The Rise of the Spanish Empire in the Old World and in the New*, Vol. II, Ch. XVII.
 Moses, B.: *Spanish Dependencies in South America* (New York, 1914, Harper & Bros.), Vol. I, pp. 188-203.

3. The Spanish colonial régime.

a. Governmental agencies.

- (1) The Crown; Council of the Indies; House of Trade.
- (2) Administrative subdivisions.
- (3) The viceroy, captain general, and other colonial officials.

b. Work of the Church; the Jesuits in Paraguay.

c. Social and economic conditions.

- (1) Classes of society (natives, mestizos, negro slaves, Creoles, Peninsular Spaniards).
- (2) Commerce and industries; Spanish exclusive policy.
- (3) Education and thought.

Readings:

- Shepherd, W. R.: *Latin America* (New York, 1917, Henry Holt & Co.).
 Sweet, W. W.: *History of Latin America*, pp. 94-100, 102-128.
 Bourne, E. G.: *Spain in America*, pp. 202-242, 253-301.
 Cunningham-Graham: *A Vanished Arcadia* (London, 1901).
 Koebel, W. H.: *In Jesuit Land, Part II* (New York, 1912, Chas. Scribner's Sons).
 Lea, H. C.: *The Inquisition in the Spanish Dependencies* (New York, 1908, The Macmillan Co.).
 Moses, B.: *Spanish Dependencies in South America*, Vol. I, pp. 230-275, Vol. II, pp. 396-416; *Establishment of Spanish Rule in America*, pp. 188-240.

4. The struggle for independence, and establishment of separate political entities.

- a. Early symptoms of unrest; influence of North American and French revolutions.
- b. The British invasions, and their effect, 1806-1807.
- c. Napoleonic invasion of Spain, and its reaction in America.

4. The struggle for independence, and establishment of separate political entities—Continued.

d. Course of the struggle.

- (1) Work of Mariano Moreno, 1810–1811; Artigas in Uruguay.
- (2) San Martin, and the liberation of Chile and Peru.
- (3) Achievements of Bolívar and Sucre; progress in Mexico.

c. The Monroe Doctrine, and foreign recognition.

f. Establishments of the independent republics of Argentina, Uruguay, and Paraguay.

Readings:

- Shepherd, W. R.: Latin America, pp. 69–77.
 Sweet, W. W.: History of Latin America, pp. 140–147, 156–164.
 Bingham, H.: The Monroe Doctrine, an Obsolete Shibboleth (New Haven, 1913, Yale Press).
 Dawson, T. C.: South American Republics, Vol. I, pp. 80–114.
 García-Calderon, F.: Latin America, Its Rise and Progress, pp. 58–85.
 Moses, B.: South America on the Eve of Emancipation.
 Paxton, F. L.: Independence of the South American Republics.
 Robertson, W. B.: Rise of the Spanish American Republics (New York, 1918, D. Appleton & Co.).
 Latané, J. H.: The Diplomatic Relations of the United States and Spanish America (Baltimore, 1900, The Johns Hopkins Press).

5. Modern historical development of each Republic.

a. Argentina.

- (1) Dictatorship of Rosas, 1829–1852.
- (2) Adoption of Constitution of 1853.
- (3) War with Paraguay, 1865–1870.
- (4) Revolution of 1890.
- (5) Stabilization of political conditions, and recent developments.
- (6) International relations; disputes with Brazil and Chile.
- (7) Present problems and tendencies.
 - (a) Governmental institutions and politics.
 - (b) Social and industrial conditions; immigration.
 - (c) Thought and culture.

Readings:

- Dawson, T. C.: South American Republics, Vol. I, pp. 115–164.
 Bryce, James: South America, Observations and Impressions (New York, 1917, The Macmillan Co.), pp. 315–346.
 Clemenceau, Georges: South America of To-day (New York, 1911, G. P. Putnam's Sons), pp. 27–187.
 García-Calderon, F.: Latin America, Its Rise and Progress, pp. 184–148.
 Hammerton, J. A.: The Real Argentine (New York, 1912, The Macmillan Co.).
 Pennington, A. S.: The Argentine Republic (New York, 1910, F. A. Stokes & Co.).
 Akers, C. E.: History of South America (New York, 1912, E. P. Dutton & Co.), pp. 32–129, 662–668.

b. Uruguay.

- (1) Early political events; "Blancos" and "Colorados."
- (2) Share in the Paraguayan war.
- (3) Stabilization of political conditions, and recent development.
- (4) International relations.
- (5) Present problems and tendencies.
 - (a) Governmental institutions and politics.
 - (b) Social and industrial conditions.

Readings:

- Dawson, T. C.: South American Republics, Vol. I, pp. 265–284.
 Bryce, James: South America, Observations and Impressions, pp. 349–362.
 Clemenceau, G.: South America To-day, pp. 208–225.
 García-Calderon, F.: Latin America, Its Rise and Progress, pp. 127–133.
 Koebel, W. H.: Uruguay (New York, 1911, Charles Scribner's Sons).
 Akers, C. E.: History of South America, pp. 196–230, 649–652.

c. Paraguay.

- (1) Dictatorship of Francia.
- (2) The Lopez brothers and the Paraguayan War.
- (3) National progress and development.
- (4) International relations.
- (5) Present problems and tendencies.
 - (a) Governmental institutions and policies.
 - (b) Social and industrial conditions.

5. Modern historical development of each Republic—Continued.
c. Paraguay—Continued.

Readings:

- Dawson, T. C.: *South American Republics*, Vol. I, pp. 188-224.
 García-Calderon, F.: *Latin America, Its Rise and Progress*, pp. 191-197.
 Koehl, W. H.: *Paraguay* (New York, 1917, Charles Scribner's Sons).
 Akers, C. E.: *History of South America*, pp. 130-195, 674.

Parts 5-10.—ARGENTINA.

(The numbers cited in parentheses refer to list of publications following.)

1. Geography, natural features (1, 5, 9, 17):
 Area (1, 9, 17); population (1, 4, 9); topographical divisions, the Chaco, the pampas, Patagonia, the Andean belt (1, 7, 17); climate (1, 9, 17); rivers (1, 2, 7); coast line and harbors (1, 7); provinces, cities, and distribution of population (2, 4, 6, 7, 17).
2. Communication (1, 5, 8, 29):
 Railways (1, 2, 11, 12, 29, 43); steamship routes (7, 8, 10); port facilities and chief ports of entry (2, 7, 8); roads and highways (35); telegraph and cable service (2, 7, 8).
3. Natural resources and industries (1, 15, 17, 29):
 Cereals (1, 2, 6, 17); wheat (1, 2, 6, 17); corn (2, 6, 17); oats (1, 6, 17); linseed (1, 2, 6, 17); alfalfa (1, 2, 6, 17); live-stock and meat-packing industries (1, 2, 6, 8, 17, 44); dairy products (2, 6, 24); sugar (1, 2, 6, 17); wine (1, 2, 6, 17); cotton goods manufacture (6, 37); flour milling (2, 6, 17); shoe manufacturing (30); quebracho wood and extract (2, 17, 28, 29).
4. Banking and finance (1, 6, 16, 20, 21, 29):
 Public debt (1, 6, 16, 29); currency (1, 2, 17, 20, 29); exchange (1, 2, 20, 29); investments of foreign capital (1, 6, 16, 17, 29).
5. Trade and trade methods (17, 30, 39, 40):
 Statistics of trade by commodities and countries (1, 6, 8, 17, 39, 45); the chief imports and exports (1, 2, 6, 9, 17, 45); commercial laws (2, 13, 14, 41); weights and measures (6, 9, 17); advertising methods (40, 46); sales methods (10, 17, 46, 46); credits (20, 40).
 Market analysis and trade methods for specific commodities: Agricultural implements (24); automobiles (35); canned goods (19); cement (38); coal (33, 45); construction materials (46); dental supplies (18); drug products (18); electrical goods (32); fruits (25, 26); furniture (31, 36); hardware (34); lumber (22); machinery and machine tools (23, 24, 27, 46); paint and varnish (42); paper, paper products, and printing machinery (27); shoes (30); textiles (37); wearing apparel (37).

General publications:

1. Martinez and Lewandowski: *The Argentine in the Twentieth Century* (London, T. Fisher Unwin).
2. G. J. Mills: *Argentina* (New York, D. Appleton & Co.).
3. W. A. Hirst: *Argentina* (London, T. Fisher Unwin).
4. F. A. Hammerton: *The Real Argentine* (New York, Dodd, Mead & Co.).
5. Baedeker of the Argentine Republic (New York, D. Appleton & Co.).
6. Argentine Yearbook (Buenos Aires, R. Grant & Co.). In English.
7. Encyclopedia of Latin America (New York, Encyclopediad Americana Corporation).
8. South American Yearbook (New York, International Book Co.).
9. Statesman's Yearbook (New York, The Macmillan Co.).
10. E. B. Flisinger: *Exporting to Latin America* (New York, D. Appleton & Co.).
11. F. M. Halsey: *Railways of South and Central America* (New York, F. Emory Fitch, Inc.).
12. F. M. Halsey: *Railway Expansion in Latin America* (New York, Moody Magazine & Book Co.).
13. Commercial Laws of the World (Boston, Mass., Boston Book Co.).
14. E. M. Borchard: *Guide to the Law and Legal Literature of Argentina, Brazil, and Chile, 1917* (Government Printing Office).
15. Geography of the World's Agriculture (U. S. Department of Agriculture).
16. Annual Report of the Corporation of Foreign Bondholders (London).
- Publications of the Bureau of Foreign and Domestic Commerce:
17. Special Agents Series No. 81: *South America as an Export Field*.
18. Special Agents Series No. 85: *South American Markets for Drug Products and Dental Supplies*.
19. Special Agents Series No. 87: *South American Trade in Canned Goods*.
20. Special Agents Series No. 90: *Banking and Credit in Argentina, Brazil, Chile, and Peru*.

Publications of the Bureau of Foreign and Domestic Commerce—Continued.

21. Special Agents Series No. 106: Banking Opportunities in South America.
22. Special Agents Series No. 112: Lumber Markets of East Coast of South America.
23. Special Agents Series No. 116: Markets for Machinery and Machine Tools in Argentina.
24. Special Agents Series No. 125: Markets for Agricultural Implements and Machinery in Argentina.
25. Special Agents Series No. 131: South American Markets for Fresh Fruits.
26. Special Agents Series No. 148: South American Markets for Dried Fruits.
27. Special Agents Series No. 163: Paper, Paper Products, and Printing Machinery in Argentina, Uruguay, and Paraguay.
28. Special Agents Series No. 165: Tanning Materials of Latin America.
29. Special Agents Series No. 169: Investments in Latin America and the British West Indies.
30. Special Agents Series No. 177: Boots and Shoes, in Argentina, Uruguay, and Paraguay.
31. Special Agents Series No. 183: Furniture Markets of Argentina, Uruguay, and Paraguay.
32. Special Agents Series No. 184: Electrical Goods in Argentina, Uruguay, and Brazil.
33. Special Consular Reports No. 69: Foreign Markets for Coal.
34. Miscellaneous Series No. 43: Markets for American Hardware in Argentina, Uruguay, and Paraguay.
35. Miscellaneous Series No. 62: Argentine Market for Motor Vehicles.
36. Miscellaneous Series No. 66: Furniture Imports of Foreign Countries.
37. Miscellaneous Series No. 68: Wearing Apparel in Argentina.
38. Miscellaneous Series No. 79: International Trade in Cement.
39. Miscellaneous Series Nos. 15, 23, 38, 63, 78: Trade of the United States with the World.
40. Miscellaneous Series No. 81: Selling in Foreign Markets.
41. Tariff Series No. 35: Commercial Travelers in Latin America.
42. Commerce Reports, 1919, No. 63: South American Markets for Paint and Varnish.
43. Commerce Reports, 1919, No. 91: Railway Development in Argentina.
44. Commerce Reports, 1918, No. 144: Meat Packing in South America.
45. Supplements to Commerce Reports, No. 38, annual series.
46. Monographs on Argentine markets for construction materials and machinery, and on Argentine advertising methods were in press by the Bureau at the time of the issue of this bulletin.

Parts 11-13.—URUGUAY.

(The numbers cited in parentheses refer to list of publications following.)

1. Geography; physical features (1, 3, 4, 9, 18):
Area (3, 18); population (1, 18); topographical characteristics (1, 9, 18); climate (1, 18); rivers (1, 9); coast line and harbors (1, 18); principal cities (1, 9).
 2. Communications (1, 4, 9, 18):
Railways (1, 18); steamship routes (1, 5); port facilities of Montevideo (1, 9, 18); roads and highways (1, 9, 18); telegraph and cable service (3, 18).
 3. Natural resources and industries (1, 4, 9, 18, 24):
Live stock (1, 9, 18, 25); hides and skins (9, 24); wool (9, 24); meat products (9, 18, 24, 25); cereals (1, 9, 18); fruits (1, 9, 18).
 4. Banking and finance (8, 12, 13, 18, 24):
Public debt (8, 18); currency (26); banks (12, 13); exchange (26); investments of foreign capital (18).
 5. Trade and trade methods (3, 5, 22, 23, 26, 28):
Statistics of trade by commodities and countries (3, 9, 20, 24): the chief imports and exports (9, 20, 24); commercial laws (7, 23); weights and measures (3, 9); advertising methods (9, 22, 23, 29); credits (9, 27); sales methods, general (9, 22).
Market analysis and trade methods for specific commodities: Advertising (30); boots and shoes (19); canned goods (11); construction materials (30); drugs (10); electrical goods (29); fruits (15, 16); furniture (30); hardware (21); lumber (14); machinery (17, 29); paint and varnish (28); paper (17).
- General publications:
1. W. H. Koebel: Uruguay (New York, 1911, Charles Scribner's Sons).
 2. The South American Yearbook (New York, International Book Co.).
 3. Statesman's Yearbook (New York, The Macmillan Co.).
 4. Encyclopedia of Latin America (New York, Encyclopedia Americana Corporation).
 5. E. B. Flislinger: Exporting to Latin America (New York, D. Appleton & Co.).
 6. F. M. Halsey: Railway Expansion in Latin America (New York, Moody Magazine & Book Co.).
 7. Commercial Laws of the World (Boston, Mass., Boston Book Co.).
 8. Annual Report of the Corporation of Foreign Bondholders (London).

Publications of the Bureau of Foreign and Domestic Commerce:

9. Special Agents Series No. 81 : South America as an Export Field.
10. Special Agents Series No. 85 : South American Markets for Drug Products, Patent and Proprietary Medicines, Surgical Instruments, and Dental Supplies.
11. Special Agents Series No. 87 : South American Trade in Canned Goods.
12. Special Agents Series No. 103 : Financial Development of South American Countries.
13. Special Agents Series No. 106 : Banking Opportunities in South America.
14. Special Agents Series No. 112 : Lumber Markets of the East Coast of South America.
15. Special Agents Series No. 131 : South American Markets for Fresh Fruits.
16. Special Agents Series No. 148 : South American Markets for Dried Fruits.
17. Special Agents Series No. 163 : Paper, Paper Products, and Printing Machinery in Argentina, Uruguay, and Paraguay.
18. Special Agents Series No. 169 : Investments in Latin America and British West Indies.
19. Special Agents Series No. 177 : Boots and Shoes in Argentina, Uruguay, and Paraguay.
20. Miscellaneous Series Nos. 15, 23, 38, 63, 78 : Trade of the United States with the World.
21. Miscellaneous Series No. 43 : Markets for American Hardware in Argentina, Uruguay, and Paraguay.
22. Miscellaneous Series No. 81 : Selling in Foreign Markets.
23. Tariff Series No. 35 : Commercial Travelers in Latin America.
24. Supplement to Commerce Reports, annual series, No. 47.
25. Commerce Reports, 1918, No. 144 : Meat Packing in South America.
26. Commerce Reports, 1918, No. 168 : Uruguayan Trade and Finance in the War.
27. Commerce Reports, 1918, No. 286 : Credit Terms in Latin America.
28. Commerce Reports, 1919, No. 63 : South American Markets for Paint and Varnish.
29. Special Agents Series No. 184 : Electrical Goods in Argentina, Uruguay, and Brazil.
30. Monographs on advertising in Uruguay, and on Uruguayan markets for construction materials and machinery, and for furniture were in press by the Bureau at the time of issue of this bulletin.

Parts 14-15.—PARAGUAY.

(The numbers cited in parentheses refer to list of publications following.)

1. Geography; physical features (1, 3, 5, 9) :
Area (5); population (1, 5); topographical characteristics (1); climate (1); rivers (1, 3); principal cities, predominance of Asuncion (1, 5, 9).
2. Communication (1, 6, 9, 16) :
Railways (1, 6, 16); fluvial navigation (1, 9); roads and highways (1); telegraph (5).
3. Natural resources and industries (1, 3, 9, 15, 16, 23, 24) :
Live stock (1, 24); meat industry (3, 9, 24); yerba maté (3, 16); quebracho (1, 15, 16); sugar (16, 23).
4. Banking and finance (3, 8, 16) :
Public debt (3, 8); currency (3, 16); banks (3, 16); exchange (16); investment of foreign capital (3, 16).
5. Trade and trade methods (3, 9, 20, 23) :
Statistics of trade by commodities and countries (3, 9, 18, 23); chief imports and exports (9, 23); commercial laws (3, 7, 22); weights and measures (3); advertising methods (9, 20, 23); credits (25); sales methods (9, 20, 23).
Market analysis and trade methods: Boots and shoes (17); canned goods (11); dental supplies (10); drugs (10); fruits (12, 13); hardware (19); paper and paper products (14); surgical instruments (10); tobacco (21).

General publications:

1. W. H. Koebel : Paraguay (New York, Charles Scribner's Sons).
2. E. B. Flissinger : Exporting to Latin America (New York, D. Appleton & Co.).
3. South American Yearbook (New York, International Book Co.).
4. Encyclopedia of Latin America (New York, Encyclopedia Americana Corporation).
5. Statesman's Yearbook (New York, The Macmillan Co.).
6. F. M. Halsey : Railway Expansion in Latin America (New York, Moody Magazine & Book Co.).
7. Commercial Laws of the World (Boston, Mass., Boston Book Co.).
8. Annual Report of the Corporation of Foreign Bondholders (London).

Publications of the Bureau of Foreign and Domestic Commerce:

9. Special Agents Series No. 81 : South America as an Export Field.
10. Special Agents Series No. 85 : South American Markets for Drug Products, Patent Medicines, Surgical Instruments, and Dental Supplies.
11. Special Agents Series No. 87 : South American Trade in Canned Goods.
12. Special Agents Series No. 131 : South American Markets for Fresh Fruits.
13. Special Agents Series No. 148 : South American Markets for Dried Fruits.
14. Special Agents Series No. 163 : Paper, Paper Products, and Printing Machinery in Argentina, Uruguay, and Paraguay.
15. Special Agents Series No. 165 : Tanning Materials of Latin America.

Publications of the Bureau of Foreign and Domestic Commerce—Continued.

16. Special Agents Series No. 169: Investments in Latin America and the British West Indies.
17. Special Agents Series No. 177: Boots and Shoes in Argentina, Uruguay, and Paraguay.
18. Miscellaneous Series Nos. 15, 23, 38, 63, 78: Trade of the United States with the World.
19. Miscellaneous Series No. 43: Markets for American Hardware in Argentina, Uruguay, and Paraguay.
20. Miscellaneous Series No. 81: Selling in Foreign Markets.
21. Special Consular Report No. 68: Tobacco Trade of the World.
22. Tariff Series No. 35: Commercial Travelers in Latin America.
23. Supplements to Commerce Reports, annual series, No. 45.
24. Commerce Reports, 1918, No. 144: Meat Packing in South America.
25. Commerce Reports, 1918, No. 286: Credit Terms in Latin America.

Additonal reading:

26. El Paraguay Moderno (Spanish; Asuncion, H. Kraus).
27. Revista del Comercio (Spanish; Asuncion), 1918, Oct. 15: Gold and Paper Deposits in Banks, 1914 to 1918.
28. The Americans (National City Bank, New York), January, 1919; Opportunities for American Investment in Paraguay.
29. Review of the River Plate (Buenos Aires), Feb. 26, 1915, History of Livestock Industry in Paraguay; Dec. 6, 1918, Coffee Growing, Meat Industry; Dec. 20, 1918, Paraguay Central Railway.

Course IV.—BRAZIL.

Parts 1-3.—BRAZIL.

HISTORICAL BACKGROUND AND POLITICAL HERITAGE.

1. Rise of Portuguese nationality.

- a. Early history of the Iberian Peninsula.
- b. Establishment of the independent Kingdom of Portugal, 1170.
- c. National development.
- d. Leading characteristics of Portuguese nationality.

Readings:

- Dawson, T. C.: South American Republics (New York, 1904, G. P. Putnam's Sons), Vol. I, pp. 287-294.
 Sweet, W. W.: A History of Latin America (New York and Cincinnati, 1919, The Abingdon Press), pp. 32-34.
 Stephens, H. Morse: The Story of Portugal (New York, 1891, G. P. Putnam's Sons).
 Young, George: Portugal, a Historical Study (Oxford, 1917, Clarendon Press).
 Young, George: Portugal Old and Young (Oxford, 1917).

2. Period of discovery, exploration, and colonization.

- a. Colonial expansion of Portugal in fifteenth century.
- b. Rivalry with Spain.
- c. Early voyages to Brazil; expedition by Cabral, 1500.
- d. Founding of first settlements; granting of "capitanias."
- e. Growth and development of the various colonies.
- f. Foreign intrusions (Dutch and French).

Readings:

- Shepherd, W. R.: Latin America (New York, 1917, Henry Holt & Co.), pp. 9-19.
 Sweet, W. W.: History of Latin America, pp. 84-93.
 Dawson, T. C.: South American Republics, Vol. I, pp. 295-410.
 Denis, Pierre: Brazil (New York, 1911, Charles Scribner's Sons), pp. 27-65.
 Oakenfull, J. C.: Brazil in 1912 (London, 1913, Robt. Atkinson).
 Shepherd, W. R.: Historical Atlas, pp. 106-111.
 Winter, N. O.: Brazil and Her People of To-day (Boston, 1910, L. C. Page & Co.), pp. 304-329.
 Akers, C. E.: History of South America (New York, 1912, E. P. Dutton & Co.), pp. 12-15.

3. Salient features of the colonial régime, 1500-1822.

- a. Governmental institutions.
- b. Administrative areas and subdivisions.
- c. The work of the Church.
- d. Social and economic conditions.
 - (1) Classes of society.
 - (2) Customs and general mode of life.
 - (3) Commerce and industries.

Readings:

- Dawson, T. C.: South American Republics, Vol. I, pp. 316-400 *passim*.
 Denis, Pierre: Brazil, Ch. I.
 Shepherd, W. R.: Latin America, pp. 27-29, 36-38, 47-49.

4. Period of the Empire, 1822-1889:

- a. Napoleonic invasion of Portugal, and transfer of royal court to Brazil, 1808.
- b. Establishment of independent empire under Dom Pedro I, 1822.
- c. Abdication of Pedro I in favor of his son, 1831.
- d. Reign of Pedro II, 1831-1889.
 - (1) War with Rosas of Argentina, 1849-1854.
 - (2) War with Paraguay, 1865-1870.
 - (3) Abolition of slavery, 1888.
- e. Bloodless revolution of 1889, and establishment of the republic.
- f. Contrast between historical development of Brazil and Spanish American republics.

Readings:

- Akers, C. E.: *History of South America*, pp. 14, 15, 231-308.
 Dawson, T. C.: *South American Republics*, Vol. I, pp. 411-491.
 Shepherd, W. R.: *Latin America*, pp. 77-79.
 Denis, Pierre: *Brazil*, pp. 63-70.
 Oakenfull, J. C.: *Brazil in 1911*, pp. 62-75.
 Winter, N. O.: *Brazil and Her People of To-day*, pp. 313-329.
 Latané, J. H.: *The Diplomatic Relations of the United States and Spanish America* (Baltimore, 1900, The Johns Hopkins Press).

5. Modern historical development of the republic.

- a. Course of political events.
- b. International relations; Brazil's part in the Great War.
- c. Present problems and tendencies.
 - (1) Governmental institutions and politics.
 - (2) Social and industrial conditions.

Readings:

- Dawson, T. C.: *South American Republics*, Vol. I, pp. 492-512.
 Shepherd, W. R.: *Latin America*, pp. 92, 93.
 Sweet, W. W.: *History of Latin America*, pp. 196-200.
 Bryce, James: *South America, Observations and Impressions* (New York, 1917, The Macmillan Co.), pp. 366-421.
 Denis, Pierre: *Brazil*, pp. 79-78.
 Oakenfull, J. C.: *Brazil in 1911*, pp. 78-80.
 Winter, N. O.: *Brazil and Her People of To-day*, pp. 330-352.
 Elliott, L. E.: *Brazil To-day and To-morrow* (New York, 1917, The Macmillan Co.).
 Akers, C. E.: *History of South America*, pp. 308-317, 666-669.

Part 4.—DIVISIONS OF BRAZIL.

(The numbers cited in parentheses refer to list of publications following.)

Geography; physical features (1, 2, 4, 11):

Area; population; language; rivers; coast line; principal States and centers of population; division into three areas geographically and commercially distinct: (1) Northern and interior Brazil, consisting of the States of Amazonas, Para, Maranhao, Piauhy, Matto Grosso, and Goyaz; (2) central Atlantic region, consisting of the States of Ceara, Rio Grande do Norte, Parahyba, Pernambuco, Alagoas, Sergipe, and Bahia; (3) southern Brazil, consisting of the States of Espirito Santo, Rio de Janeiro, Minas Geraes, Sao Paulo, Parana, Santa Catharina, Rio Grande do Sul, and the Federal District.

Parts 5-6.—NORTHERN AND INTERIOR BRAZIL.

Geography; natural features (1, 3, 4, 11, 22):

Principal States and centers of population (3, 4); rivers (1, 11); climate (1, 5, 22); coast and harbors (1).

Communication (1, 4, 6, 7, 11, 21, 34):

Railways (6, 7, 21, 34); telegraph (4, 11); port facilities and chief ports of entry (4, 11, 21); river traffic (4, 21); roads and highways (1, 11, 38); steamship routes (4, 8, 21); telephone (4, 11).

Natural resources and industries (1, 4, 11, 21):

Forest products: Rubber (4, 11, 21); wax (11, 21, 36); nuts (11, 21, 36); medicinal roots and bark (1, 11, 21); lumber (11, 16, 21); yerba mate (3, 11).

Agricultural products: Coffee (10, 11, 21, 36); sugar (4, 11, 21, 36); cotton (3, 4, 11, 36); cereals (1, 11, 21, 36); live-stock industry (1, 4, 11, 37).

Mineral deposits (1, 11, 21, 36).

Parts 7-8.—CENTRAL ATLANTIC REGION OF BRAZIL.

Geography; natural features (1, 3, 11):

Principal States and centers of population (1, 3, 11); coast line and harbors (1, 21); rivers (1, 11); climate (1, 5, 22).

Communication (1, 4, 6, 7, 21, 34):

Railways (4, 6, 21, 34); steamship routes (8, 21); port facilities (1, 11, 21); chief ports of entry (1, 11, 21); roads and highways (1, 11, 38); telegraph and cable service (4, 11).

Natural resources and industries (1, 4, 11, 21, 36):

Agricultural products: Sugar (11, 21); cotton (1, 3, 11); tobacco (21, 36); cacao (1, 21); mandioca (1, 3); cereals (11, 21); live-stock industry (1, 3, 11, 37).

Manufacturing industries (3, 11, 21, 22, 36).

Parts 9-11.—SOUTHERN BRAZIL.

Geography; natural features (2, 3, 4, 11, 21):

Climate (2, 5, 22); rivers (2, 11); coast line and harbors (2, 21); provinces, cities, and distribution of population (2, 3).

Communication (2, 4, 7, 11, 21, 34):

Railways (6, 7, 21, 34, 38); steamship lines (4, 8, 21); port facilities and chief ports of entry (4, 11, 21); roads and highways (2, 11, 38); telegraph and cable service (4, 11).

Natural resources and industries (2, 4, 11, 21, 36):

Agricultural products: Coffee (2, 3, 10, 11, 21); grain (2, 3, 10, 11); yerba maté (3, 11); tanning materials (20); tropical fruits, etc. (2, 11, 21, 36).

Mineral products: Monazite sand (11, 36); manganese, iron, gold, and precious stones (2, 11, 21, 36).

Live-stock and meat-packing industries (2, 3, 11, 37).

Manufacturing industries (2, 3, 4, 11, 21, 37).

Parts 12-15.—BRAZILIAN FINANCE AND TRADE.

Banking and finances (2, 4, 11, 14, 15, 21):

Public debt (2, 4, 21); currency (2, 11, 33); banks (2, 14, 15, 21); exchange (2, 14, 33); investments of foreign capital (4, 21).

Trade and trade methods (11, 25, 36):

Statistics of trade by commodities and countries, showing chief imports and exports (5, 11, 25, 33, 36); commercial laws (1, 2, 9, 31); weights and measures (5, 11); advertising methods (8, 22, 38, 39); sales methods (8, 11, 31, 36, 38); credits (14, 36).

Market analysis and trade methods for specific commodities: Agricultural implements (18); canned goods (13); coal (11, 35); electrical goods (24); drug products (12); furniture (27, 39); hardware (26); paint and varnish (32); paper (22); textiles (28); wearing apparel (28); shoes (23); lumber (16); fruits (17, 19); cement (29); construction materials (39); machinery (18, 22, 39); automobiles (38).

General publications:

1. E. C. Buley: North Brazil (New York, D. Appleton & Co.).
2. E. C. Buley: South Brazil (New York, D. Appleton & Co.).
3. Encyclopedia of Latin America (New York, Encyclopedia Americana Corporation).
4. The South American Yearbook (New York, International Book Co.).
5. Statesman's Yearbook (New York, The Macmillan Co.).
6. F. M. Halsey: Railways of South and Central America (New York, F. Emory Fitch).
7. F. M. Halsey: Railway Expansion in Latin America (New York, Moody Magazine & Book Co.).
8. E. B. Flisinger: Exporting to Latin America (New York, D. Appleton & Co.).
9. E. M. Borchard: Guide to the Law and Legal Literature of Argentina, Brazil, and Chile (Washington, Government Printing Office, 1917).
10. Geography of the World's Agriculture (Washington, U. S. Department of Agriculture).

Publications of the Bureau of Foreign and Domestic Commerce:

11. Special Agents Series No. 81: South America as an Export Field.
12. Special Agents Series No. 85: South American Markets for Drug Products, Patent Medicines, Surgical Instruments, and Dental Supplies.
13. Special Agents Series No. 87: South American Trade in Canned Goods.
14. Special Agents Series No. 90: Banking and Credit in Argentina, Brazil, Chile, and Peru.
15. Special Agents Series No. 106: Banking Opportunities in South America.

- Publications of the Bureau of Foreign and Domestic Commerce—Continued.
16. Special Agents Series No. 112: Lumber Markets of the East Coast of South America.
 17. Special Agents Series No. 131: South American Markets for Fresh Fruits.
 18. Special Agents Series No. 140: Markets for Agricultural Machinery and Implements in Brazil.
 19. Special Agents Series No. 148: South American Markets for Dried Fruits.
 20. Special Agents Series No. 165: Tanning Materials of Latin America.
 21. Special Agents Series No. 169: Investments in Latin America and the British West Indies.
 22. Special Agents Series No. 171: Brazilian Markets for Paper, Paper Products, and Printing Machinery.
 23. Special Agents Series No. 179: Boots and Shoes in Brazil.
 24. Special Agents Series No. 184: Electrical Goods in Argentina, Uruguay, and Brazil.
 25. Miscellaneous Series Nos. 15, 23, 38, 63, 78: Trade of the United States with the World.
 26. Miscellaneous Series No. 47: Brazilian Markets for American Hardware.
 27. Miscellaneous Series No. 68: Furniture Imports of Foreign Countries.
 28. Miscellaneous Series No. 71: Wearing Apparel in Brazil.
 29. Miscellaneous Series No. 79: International Trade in Cement.
 30. Miscellaneous Series No. 81: Selling in Foreign Markets.
 31. Tariff Series No. 35: Commercial Travelers in Latin America.
 32. Commerce Reports, 1918, No. 63: South American Markets for Paint and Varnish.
 33. Commerce Reports, 1918, No. 210: Brazilian Trade Balance.
 34. Commerce Reports, 1918, No. 238: Brazilian Railways.
 35. Commerce Reports, 1918, No. 276: The Fuel Problem of Brazil.
 36. Supplements to Commerce Reports, annual series, No. 40.
 37. Commerce Reports, 1918, No. 144: Meat Packing in South America.
 38. Commerce Reports, 1919, No. 255: Brazil as an Automobile Market.
 39. Monographs on advertising in Brazil, and on Brazilian markets for construction materials, machinery, and furniture were in press by the Bureau at the time of issue of this bulletin.
- Additional reading:
40. Almanach Commercial Brasileiro, 1918 (Sao Paulo, Olegario Ribeiro & Cia.).
 41. Pierre Denis: Brazil (New York, Charles Scribner's Sons).
 42. Charles W. Domville-Fife: The United States of Brazil (New York, Jas. Pott & Co.).
 43. L. E. Elliott: Brazil To-day and To-morrow (New York, The Macmillan Co.).
 44. E. V. Wilcox: Tropical Agriculture (New York, D. Appleton & Co.).

2. RUSSIA.

(By Boris M. Batevsky, of the Russian Division, Bureau of Foreign and Domestic Commerce.)

In a study of the commercial area of the former Russian Empire it is necessary for the student to have a sufficient historical background, namely, a knowledge of political history (five parts), especially of the latest period; social and economic development of Russia (one part), in order to interpret the social forces, their relative importance and aims. This is followed by six parts on natural resources, and trade and commerce prior to the war, upon which must be based plans for the future business activity, and one part on business methods and customs in Russia, which vary considerably from those of this country.

Some knowledge of the present conditions is also required. Russia has been broken up into separate units under different governments. Economic conditions now differ widely in various sections of Russia, and only those parts in which trade relations can be established at once (June, 1919) are discussed. One part is devoted to the present industrial and commercial conditions in north Russia, Baltic Provinces, Caucasus, Finland, and Poland, of which the information now available is meager. The last part is given wholly to Siberia, which is of greatest importance at this time.

One must bear in mind the scarcity of books in the English language concerning Russia, and especially those regarding trade and commerce of that country. Many of the books which have been written are largely inaccessible to the students. It has been, therefore, exceedingly difficult to apportion an approximately equal amount of reading matter to the different parts which will hold the interest of the student and give him a fair knowledge of Russia. Of course, there are repetitions of subject matter in reference works, and it is difficult to avoid mentioning the repetitions, as the authors have treated the subjects from different viewpoints. A study of the complete text is necessary to interpret the author's conclusions. The student's memory will be impressed deeper by these complete presentations of the author's work than by fragmentary references in which the spirit and purpose of the author may be misinterpreted and lost.

As few books as possible have been recommended for the students. Additional references have been given for the teachers, as they are required to have a fuller knowledge of the study. A third set of references marked "desirable" and other works are included for those deeply interested and whose time and means permit them to develop more fully the subjects which are only briefly covered.

In criticizing the outline of study presented consideration is asked because of the difficulties outlined above and because of the shortness of time available for its preparation. The largeness and interest of the subject merit a much more extensive treatment, and it is hoped that a complete revision of it will be made at the first opportunity.

(Symbols: * Books for students; † books for teachers; ‡ most desirable of the other reference books.)

1. *Russia from the Varangians to the Bolsheviks, by Raymond Beazley, Nevill Forbes, and G. A. Birkett. Oxford, Clarendon Press, 1918. 570 pages.
2. †Modern Russian History, by Alexander Kornilov, professor at the Politechnicum of Peter the Great in Petrograd. 2 vols. New York, Alfred A. Knopf, 1917. 669 pages.
3. ‡A History of Russia, by Vasili Osipovich Klinchevskii; translated by C. J. Hogarth. 3 vols. London, Dent; New York, E. P. Dutton & Co., 1911-1913.
4. *Modern Russia, by Gregor Alexinsky; translated by Bernard Miall. London, T. Fisher Unwin, Ltd. 354 pages.
5. †Russia of the Russians, by Harold Whitmore Williams. New York, Charles Scribner's Sons, 1916. 424 pages.
6. †Russia and the Russians, by Edmund Noble. Boston and New York, Houghton, Mifflin & Co., 1901. 273 pages.
7. †The Birth of the Russian Democracy, by A. J. Sack. New York, Russian Information Bureau, Woolworth Building, 1918. 527 pages.
8. *Russia: Her Economic Past and Future, by Dr. Joseph M. Goldstein, professor of political economy at the Moscow Institute of Commerce and Industry and of the University of Moscow. New York, Russian Information Bureau. 99 pages.
9. *Russia: Its Trade and Commerce, by Arthur Raffalovich. London, P. S. King & Son, Ltd, 1918. 449 pages.
10. †Economic Russia: Her Actuality and Her Possibilities. By A. B. Leach & Co., 62 Cedar Street, New York City, 1917. 98 pages.
11. †Russian-American Annual, 1916. By Russian-American Chamber of Commerce, Moscow, Russia. Can be obtained at the American-Russian Chamber of Commerce, Woolworth Building, New York City.
12. †Commercial Russia. By the American-Russian Chamber of Commerce, Woolworth Building, New York City. Bulletin I. 32 pages.
13. †The Russian Yearbook, 1916, by N. Peacock, Eyre & Spottiswoode, Ltd. 779 pages.
14. The Statesman's Yearbook for 1919, by J. Scott Keltie and M. Epstein. New York, The Macmillan Co.
15. *How to do Business with Russia, by C. E. W. Petersson and W. Barnes Steveni. London and New York, Sir Isaac Pitman & Sons, 1917. 202 pages.
16. †Some Thoughts on Resumption of Trade with Russia, by W. C. Huntington, formerly Commercial Attaché to the American Embassy in Petrograd. Scribner's Magazine for July, 1919, pp. 131-132. Published by Charles Scribner's Sons, New York City.
17. America's Opportunities for Trade and Investment in Russia, by Joseph M. Goldstein. New York, Russian Information Bureau. 13 pages.
18. *Siberia, by Baron W. Bistram. The Far Eastern Review for March, 1919, pp. 276-300. Can be obtained from J. Roland Kay Co., Conway Building Chicago.
19. The Caucasian Petroleum Industry and its Importance for Eastern Europe and Asia, by D. Ghambashidze. London, The Anglo-Georgian Society, 1918. 34 pages.
20. *The Caucasus: Its people, history, economics, and present position, by D. Ghambashidze. London, The Anglo-Georgian Society, 1918. 21 pages.
21. †Mineral Resources of Georgia and Caucasia, by D. Ghambashidze. New York, The Macmillan Co.
22. Unique Maps of Russia and Siberia, by R. C. Martens. The World's Work Magazine for October, 1918, pp. 673-697. Published by Doubleday, Page & Co., Garden City, New York.
23. †Through Siberia, the Land of the Future, by Fridtjof Nansen; translated by Arthur G. Chater. New York, Frederick A. Stokes Co., 1914. 464 pages.
24. Arctic Routes to Siberia, by John A. Korzookeen, mining engineer, professor of the Mining Institute in Petrograd. New York, Russian Economic League, 1919. 14 pages.
25. †Russia: A Handbook of Commercial and Industrial Conditions, by John H. Snodgrass, American Consul General at Moscow, and other consular officers. Special Consular Reports No. 61, a publication of the Bureau of Foreign and Domestic Commerce, Washington. 225 pages.

26. *Commerce Reports, 1913-1919. A daily publication of the Bureau of Foreign and Domestic Commerce, Washington. Can be obtained from the Superintendent of Documents, Government Printing Office, Washington.
27. *Supplements to Commerce Reports. Issued by the Bureau of Foreign and Domestic Commerce. Washington, Government Printing Office.
28. Russian Pacific Trade Expansion. Journal of the Russo-American Committee for the Far East, Vladivostok. Can be subscribed from the Russian-American Committee for the Far East, 63 Park Row, New York City.
29. Russia. A magazine published by R. Martens & Co., 6 Hanover Street, New York City.
30. Russian Grammar, by Nevill Forbes. 2d ed. Oxford, Clarendon Press, 1916. 252 pages.
31. First Russian Book, by Nevill Forbes. Oxford, Clarendon Press, 1915. (The case endings and many vocabularies with phonetic transcription and numerous and useful phrases.)
32. Second Russian Book, by Nevill Forbes. Oxford, Clarendon Press, 1916. (The most important verbs with full phonetic transcription, giving both aspects and numerous examples of their use.) 329 pages.
33. Russian Verbs Made Easy, by S. J. Lett. New York, E. P. Dutton & Co.

STUDY OUTLINE (TENTATIVE).

Part I.—HISTORY.

Subjects.	References.	
	Books. ¹	Pages.
FOR STUDENTS.		
Introduction.....		
The old free Russia.....		
The foundations.....		
Kiev and Constantinople.....		
The conversion.....		
Zenith and decline of Kiev.....		
The Republic of Novgorod.....		
Russia under the Tartars.....		
The Tartar conquest.....		
The Lithuanians and Russia.....		
The Germans and Russia.....		
The rise of Moscow.....		
The founding of the Russian Empire.....		
Ivan the Great and the Moscovite Empire.....		
The consummation of Great Russia.....		
Basil III (1505-1533).....		
The State of Russia in 1505.....		
The conquests of Basil III.....		
The Tsar and the Boyars.....		
Chapter I.....	2	3-22

Part II.—HISTORY (Continued).

FOR STUDENTS.		
Expansion eastward.....		
Ivan IV (1533-1584).....		
The foreign policy of Ivan IV.....		
The revolution of 1564 and the new régime.....		
The later years of Ivan IV.....		
The end of the Dynasty and the time of troubles (1584-1613).....		
Tsar Theodore I (1584-1598): Regency of Boris Godunov.....		
The time of troubles (1588-1613).....		
Tsar Boris Godunov (1588-1604).....		
Pseudo-Demetrius I (1605).....		
Tsar Vassili Shuiski (1606-1610).....		
The Polish supremacy (1610-1612).....		
The national rising under Minin and Pozharski (1611-1613).....		
The new Dynasty and the new times (1613-1672).....	1	133-213
The reign of Michael (1613-1645).....		
Internal affairs.....		
Parliamentary institutions.....		
Growth of serfdom.....		
External affairs.....		
The reign of Alexis (1645-1676).....		
Internal affairs.....		
Western influence.....		
The Great Schism in the Russian Church.....		
External affairs: The question of Little Russia or the Ukraine.....		

¹ Numbers refer to titles of books under "Reference works."

Part III.—HISTORY (Continued).

Subjects.	References.	
	Books.	Pages.
FOR STUDENTS.		
Expansion westward.....		
Peter the Great (1682-1725).....		
Youth, adolescence, and early exploits.....		
The northern war.....		
Peter's domestic policy.....		
Apres moi les femmes (1725-1762).....	1	214-293
The attempt at a constitution in 1730.....		
The reign of Anne (1730-1740).....		
The reign of Elizabeth (1741-1761).....		
The reign of Peter III and the accession of Catherine II (1761-1762).....		
External affairs from 1725 to 1762.....		
Conquest of the Crimea and dismemberment of Poland.....		
Catherine II (1762-1796).....		
Events preceding the partition of Poland.....		
The first war against Turkey (1766-1774), the first partition of Poland (1772), and the rebellion of Pugachev (1773-1775).....	1	293-345
The chance in foreign policy after 1775.....		
The second war against Turkey (1787-1791).....		
Events preceding the second partition of Poland.....		
The second partition of Poland (1793).....		
The third partition of Poland (1795).....		
FOR TEACHERS.		
Chapter II	2	23-49
Part IV.—HISTORY (Continued).		
FOR STUDENTS.		
Paul (1796-1801) and Alexander I (1801-1825).....		
Paul before his accession.....		
Internal affairs, 1796-1801.....		
Paul's foreign policy.....		
The end of Paul and the accession of Alexander.....		
First attempts at reform.....		
Foreign policy, 1801-1807.....		
Effects of the war and the French alliance.....		
Finland, Bessarabia, and the Caucasus.....		
The return to reform: Speransky.....		
The break with Napoleon and the invasion of Russia, 1812.....		
The wars of 1812-1814.....		
The settlement of 1815: Poland.....		
The Concert of Europe and the Holy Alliance.....		
Economic conditions after 1815.....		
Alexander and the Serf.....		
The Eastern Question, 1812-1825: Greece.....		
Political development, 1815-1825.....		
Nicholas I (1822-1855).....	1	347-390
The December rising, 1825.....		
The condition of Russia: Nicholas I and reform.....		
The problem of serfdom.....		
Financial and economic conditions.....		
Education and political opinion.....		
Poland after 1815.....		
The war with Persia, 1826-1828.....		
The Russo-Turkish War, 1828-1829.....		
Foreign affairs, 1830-1849.....		
The Crimean War.....		
Alexander II (1855-1881): (1) The great reforms.....		
The condition of Russia.....		
The emancipation of the peasants.....		
Local government: Zemstvos and town councils.....		
Legal reform.....		
Education.....		
Changes in the army.....		
Political movements, 1855-1866.....		
Alexander II: (2) Reaction.....	1	391-470
Tolstoy's educational policy.....		
The early years of the Zemstvos.....		
Reaction in the Law Courts.....		
The press.....		
Economic expansion.....		
The conquest of the Caucasus.....		
Foreign policy, 1855-1875.....		
The Russo-Turkish War, 1877-1878.....		
The Treaty of Berlin.....		
Political developments, 1866-1881.....		
FOR TEACHERS.		
Chapters III to XIX	2	50-310

Part V.—HISTORY (Continued).

Subjects.		References.	
	Books.	Pages.	
FOR STUDENTS.			
Alexander III (1881-1894) and Nicholas II.....			
The triumph of reaction.....			
The land problem and the peasants.....			
Labor legislation.....			
State policy and economic development.....			
Home and foreign trade.....			
The work of the zemstvos.....			
Zemstvo workers and the reform movement to 1903.....			
Revolutionary movements.....			
Poland from 1863.....			
Finland.....	1	470-557	
Western Siberia.....			
The conquest of Central Asia.....			
Foreign affairs after 1878. The Dual Alliance.....			
Russia in the Far East.....			
The Russo-Japanese war (1904-1905).....			
The reform movement in 1904.....			
The revolution of 1905.....			
The reaction in 1906-1907.....			
Epilogue: Political affairs, 1907-1917.....			
FOR TEACHERS.			
Chapters XX to XLI.....	2	1-352	

Part VI.—SOCIAL AND ECONOMIC DEVELOPMENT OF RUSSIA.

Subjects.		References.	
	Books.	Pages.	
FOR STUDENTS.			
General sketch of the historical development of Russia.....			
The country.....			
The races of Russia.....			
The State and its revolution.....			
The evolution of the national mind.....			
The modern period.....			
The economic position of Russia.....			
The Russian people.....			
The development and forms of Russian capital.....			
Rural economy and the agrarian question.....			
The family and the position of women.....			
The intellectual classes—Nihilism.....			
The absolute power, its organization and resources.....	4	13-294	
The organization of the central power.....			
The Russian bureaucracy.....			
The police—The law.....			
Local self government: The zemstvo.....			
The finances of the State.....			
Foreign politics and the army.....			
The political conflict.....			
The Russo-Japanese war and the revolutionary crisis.....			
The elements of Russian society: Their rôle in the revolution and their political ideology.....			
After the revolution.....			
FOR TEACHERS.			
The national question and the religious question.....			
The national conflict and the unity of the State.....			
The religious question.....			
Russian literature and poetry.....	4	297-354	
General character of Russian literature.....			
The evolution of literature in the nineteenth and twentieth centuries.....			
Conclusion.....			
Note.—It would also be well to read reference books Nos. 5 (Chs. III, IV, XI, XII, XIII) and 6.			

Part VII.—NATURAL RESOURCES, COMMERCE, INDUSTRY, STATISTICS, ETC.

Subjects.	References.	
	Books.	Pages.
FOR STUDENTS.		
Russia's economic development and the old régime.....	8	7- 11
Brief geographical sketch.....	9	1- 16
Population, area, acreage, etc.: Tables.....	8	98
Agriculture, poultry farming, etc.....	9	17- 53
Desirable references.....	8	13- 20
	11	8- 18
FOR TEACHERS.		
Population.....	13	54- 79
Agriculture.....	13	178-195
Desirable references.....	11	5- 7
	10	9- 34

Part VIII.—NATURAL RESOURCES, ETC. (Continued).

Subjects.	References.	
	Books.	Pages.
FOR STUDENTS.		
Cultivation of cotton, flax, hemp, sugar beet, tobacco, wine, hops, fruit.....	9	54- 87
Forestry.....	9	76- 77
Fisheries.....	9	88-104
	8	64- 68
	9	217-229
	8	62- 70
FOR TEACHERS.		
Natural resources.....	13	108-175
Desirable references.....	10	34- 43

Part IX.—NATURAL RESOURCES, ETC. (Continued).

Subjects.	References.	
	Books.	Pages.
FOR STUDENTS.		
Factories and workshops.....	9	165-164
Locations of the chief industries in Russia.....	8	98- 94
Desirable reference.....	11	18- 36
FOR TEACHERS.		
Labor.....	13	467-482
General condition of industries.....	13	485-504
Peasant industries.....	13	547-561
Desirable reference.....	10	51- 56

Part X.—NATURAL RESOURCES, ETC. (Continued).

Subjects.	References.	
	Books.	Pages.
FOR STUDENTS.		
Mining and metallurgy.....	9	165-199
Machine industry.....	8	21- 23
Desirable reference.....	8	57- 64
	9	200-216
	11	31- 42
FOR TEACHERS.		
Mining and minerals.....	13	198-258
Desirable reference.....	10	58- 66

Part XI.—NATURAL RESOURCES, ETC. (Continued).

Subjects.	References.	
	Books.	Pages.
FOR STUDENTS.		
Internal transport, Russian railways, canals and inland waterways.....	9	230-260
Posts, telegraphs, and telephones.....	8	39-56
Money and credit.....	9	261-267
Desirable references.....	9	352-417
	8	79-88
	11	76-89
	11	90-108
FOR TEACHERS.		
Ways and communications.....	13	259-322
Finance.....	13	588-652
Desirable reference.....	10	75-82

Part XII.—NATURAL RESOURCES, ETC. (Continued).

Subjects.	References.	
	Books.	Pages.
FOR STUDENTS.		
Internal and foreign trade.....	9	268-328
How Germany was able to dominate the world market.....	8	25-38
Desirable references.....	8	95-97
	11	30-31
	11	43-64
FOR TEACHERS.		
Exports and imports.....	13	525-533
Desirable.....	10	83-94
Supplements to Commerce Reports, No. 13a, 1915.....	27	1-53
Supplements to Commerce Reports, No. 13a, 1916.....	27	1-11
Supplements to Commerce Reports, No. 13a, 1917.....	27	1-6

Part XIII.—HINTS ON HOW TO DO BUSINESS WITH RUSSIA.

Subjects.	References.	
	Books.	Pages.
FOR STUDENTS.		
Finland and the lake region.....		
Resources of Finland.....		
Importance of northern Russia.....		
A vast field for British capital.....		
Olonetz.....		
Novgorod and Pskoff.....		
The Baltic Provinces, Central Russia and the Volga region.....		
Products of the western region.....		
The central industrial region.....		
Trade of Saratoff.....		
Astrakhan.....		
The Volga region.....		
Industries of Moscow and the central Provinces.....		
Village industries of the Volga.....		
Tver.....	15	24-52
Yaroslaff.....		
Nishni Novgorod.....		
Other fairs.....		
Vladimir.....		
Rjazan.....		
Kalooga.....		
The Ukraine (the black-earth region).....		
"Little Russia the Blessed".....		
Official holidays.....		
Tobacco cultivation in Russia.....		
Wine.....		
Cattle raising.....		
Coal, etc.....		
The steppes, and the Cossack country.....		
Products of the steppes.....		
Hints and advice to business men dealing with Russia.....		
Postage and telegraphs.....		
Stamps and duty expenses.....		
The introduction of business.....		
Forwarding agent necessary.....		
Samples.....		
Inquiries concerning financial standing.....		
Exhibition of catalogues.....		
Banking facilities.....		
Advertisements.....		

Part XIII.—HINTS ON HOW TO DO BUSINESS WITH RUSSIA (Continued).

Subjects.	References.	
	Books.	Pages.
FOR STUDENTS—continued.		
Travelers and agents.....		
Licenses for travelers.....		
Agreements with agents.....		
Conditions of credit, cessation of payment, bankruptcies, etc.....		
Law regarding debts.....		
Remedies against debtors.....		
Appointing an administration.....		
Bankruptcy procedure.....		
Bills of exchange.....		
Forms of Russian bills.....		
Bills drawn abroad.....		
Dishonored bills.....		
Renewal of promissory notes.....		
The Baltic Provinces and Poland.....		
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Special study necessary.....		
Petrograd and Moscow.....		
Petrograd.....		
Moscow.....		
Odessa and Riga.....		
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Riga.....	15	73-133
Reval, Libau, Kief, etc.....		
Reval.....		
Libau.....		
Kief.....		
Charkoff.....		
Rostoff-on-Don.....		
Baku and the Caucasus.....		
Baku.....		
The Caucasus.....		
The wine trade in Russia.....		
The Ural region.....		
Forest wealth.....		
The mining industries of the Urals.....		
Ural coal production.....		
Ural copper smelters.....		
Ural iron works.....		
Russian cast-iron and steel production.....		
Collieries.....		
Russian copper output.....		
The grain trade and milling industry in the Ural region.....		
The machine depots of the Russian Government in Siberia.....		
"On consignment".....		
American competition.....		
Board of Emigration.....		
Credit.....		
Siberia a good market.....	15	134-160
Agriculture in Siberia.....		
Butter and machinery.....		
The depots of the Russian Government.....		
Trade in agricultural machinery and implements in western Siberia.....		
The most important towns of Siberia, west of Lake Baikal.....		
The use and necessity of "trade experts".....		
Various tables of use to business men.....		
Some data of national economic value.....		
Agriculture.....		
Fertilizers.....		
Grain and sugar beet.....		
Butter.....		
Cotton.....	15	165-183
Oil companies.....		
Russian securities.....		
Russian railways.....		
Fares.....		
Unpunctual trains.....		
Steamboat traveling.....		
General information for travelers.....		
Climate.....	15	194-195
Russian commercial organizations (desirable).....	11	65-75
FOR TEACHERS.		
Municipal trade and progress.....	13	452-463
Fairs.....	13	562-571

Part XIV.—ECONOMIC CONDITIONS BY MAIN DIVISIONS.

Subjects.	References.	
	Books.	Pages.
1. NORTH RUSSIA.		
FOR STUDENTS.		
Area, population, industry, and commerce (No. 13b, 1915).....	27	1-14
The Murman coast of Russia (No. 275, Nov. 24, 1913)	26	1002
The railway to Murman coast (No. 288, Dec. 9, 1915)	26	970-973
Rapid progress of the port of Archangel (No. 244, Oct. 18, 1915)	26	254-260
Facilities of the port of Archangel (No. 148, June 25, 1919)	26	1572
Conditions at port of Archangel (No. 186, Aug. 9, 1919)	26	801-803
Facilities of Russian port of Murmansk (No. 190, Aug. 14, 1919).....	26	879
FOR TEACHERS.		
Trade and industries.....	25	197-203
Dairy industry in Archangel (No. 163, July 14, 1919).....	26	287
2. BALTIC PROVINCES.		
FOR STUDENTS.		
The Baltic Provinces of Russia (No. 59, Mar. 12, 1918).....	26	940-942
Trade possibilities in the Baltic Provinces (No. 110, May 10, 1919).....	26	773
Baltic trade and financial notes (No. 249, Oct. 23, 1919).....	26	454
FOR TEACHERS.		
Trade and industries.....	25	186-197
Future prospects of Baltic trade (No. 179, Aug. 1, 1919).....	26	657-658
Foreign trade of Estonia in peace time (No. 217, Sept. 16, 1919).....	26	1420-1421
3. FINLAND.		
FOR STUDENTS.		
Commerce and industry (No. 13c, 1915).....	27	1-10
Commercial conditions in Finland (No. 92, Apr. 19, 1918).....	26	268-271
Finnish import organization for dry goods (No. 228, Sept. 28, 1918).....	26	1195
Finland's economic importance (No. 253, Oct. 28, 1918).....	26	377
Trade opportunities in Finland (No. 301, Dec. 24, 1918).....	26	1137-1138
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3. NEAR EAST.

(By Dr. James Alexander Robertson, of the Bureau of Foreign and Domestic Commerce.)

The commercial area of the Near East shall be understood throughout this syllabus to include the Balkan States, Turkey in Asia, and Egypt. While Arabia and Persia, as well as parts of Armenia, may be correctly classed as included in the term "Near East" or "Levant," they will not be included specifically in the lessons here outlined. At the end of the syllabus, however, will be given a bibliographical list covering these regions.

The Balkans include Roumania, Bulgaria, Serbia, part of Croatia-Slavonia, Bosnia and Herzegovina, Dalmatia, Montenegro, Albania, Greece, and what remains of European Turkey.

All these regions except Roumania (with the exception of part of the Dobruja) belong to the Balkan Peninsula. With these regions some attention should also be given to the Banat and to Transylvania. Turkey in Asia, as defined before the World War, was practically equivalent to Asia Minor and in part to Anatolia, together with the rich valley of Mesopotamia and the coastal region of Palestine and Syria. By Egypt is to be understood more generally the region properly so called, without the addition of the Egyptian Sudan, which has not been under actual Turkish domination. It is important, however, that a thorough understanding be had of the boundaries and extent of territories, not alone of Egypt and the Egyptian Sudan, but of all the regions of the Near East. To this end considerable attention must be given to map work throughout the course.

The above regions were all formerly Turkish, but beginning with the Greek war for independence in 1821-1829 Turkey began to lose absolute control of various regions, and as one region after another gained first virtual autonomy and then complete independence (in the case of Bosnia and Herzegovina incorporation into the Austria-Hungarian Empire), European Turkey was gradually restricted until in 1913 only Constantinople and Adrianople and a comparatively small extent of territory remained. The region of Macedonia which was divided among Bulgaria, Serbia, and Greece in 1913 is still largely unorganized, chiefly because of the Great War, and further definitions of territory there may be expected. The region of Albania is also in a state of flux, while the new State of Jugoslavia is still not entirely defined. These facts must not be lost from sight in the present course, and the student must constantly bear in mind the changes in boundaries that have occurred in recent years and the further changes that may be made in definite treaties of peace now being considered, or in any regulations made in accordance with such treaties. For instance, the history of Macedonia (narrative, political, and economic) until the Balkan wars of 1912 and 1913 must be read in that of the Turkish Empire. Its history since the partition has but just begun. Its future economic development is as yet largely

conjecture, but is apparently assured, and in comparatively few years this region, as well as all the Near East, may be expected to become an exceedingly important commercial area. Again, the change of sovereignty in Egypt, by which that country has been removed from the suzerainty of Turkey and incorporated into the British Empire, must be borne in mind in any present-day study of that region, for while the apparent status may not be changed to any great extent, the extension of British trading laws more fully to Egypt will undoubtedly change conditions as hitherto described.

The lack of textbooks on the area covered by this syllabus has increased the difficulty of its compilation. That fact and the nature of the course here outlined have compelled a wide examination and sifting of materials. An intensive course (or indeed any general course) on the commercial area of the Near East, combining geographical, historical, political, and economic factors, has not yet been offered in institutions in the United States, so that the present syllabus is in a sense an experimental incursion into a virgin field. Like all such attempts, therefore, the outline here presented, it may be presumed, will be open to amendments and revision as actual teaching experience demonstrates their need. The lessons here suggested are intended to be followed as given or to serve as a guide to teacher and student. It is not expected that any instructor will be held within strait bonds as to what or how he shall teach, or that students are to be discouraged from searching for and utilizing material not cited here. On the contrary, it is expected that the instructor, by lecture or assignment, will indicate other material not noted here and emphasize various points that in his opinion require greater stress than that given here. Students, also, to get the greatest good from the course, should read as widely as possible.

It is unfortunately true that better and more abundant economic material for the commercial area of the Near East is to be found in French, and to a lesser extent, in German, than in English books. For this reason references are given both to French and German titles, as well as to English, and it is strongly urged that students able to read French and German and who have access to the books make wide use of them. The French language is used throughout the Near East to a greater extent than any other western foreign speech, and the student will find it to his advantage to cultivate a fluent speaking knowledge of that tongue. Yet the commercial agent who expects to work for a long period in the countries of the Near East and to come into direct contact with the masses of the people will do well to learn on the ground something of the native languages, especially Greek, which of all Eastern languages is the most useful in the trade of the Near East. Spanish, of course, may be used among most of the Jewish population of the entire district, who are the direct descendants of the Jews expelled from Spain several centuries ago. English can be used to a considerable extent in Egypt. Apropos of the language question, a Greek—Aris Tsákonas—who has had considerable experience in the promotion of trade between Greece and other countries sounds a timely warning in a pamphlet published in Philadelphia in 1906. He says:

Traveling salesmen are of no use if they can not speak the language of the country and do not understand the conditions and the tastes of the people. It has been generally believed that such traveling salesmen are competent when

they speak the French language, on the supposition that all the people of Greece understand French. Never was greater mistake!

I mention this because many people think that the French language is generally understood in Greece and therefore many American, English, and even some German firms are sending French catalogues and letters to that country. It is true that many educated Greeks, such as lawyers, physicians, engineers, and some merchants, understand more or less of French, but the masses of the people know no more of it than they do of Chinese.

Throughout the compilation of this syllabus it has been the plan to use as prime sources of study books that are readily accessible in all places, and to this end constant use is made of the Encyclopædia Britannica (edition of 1910), the New International Encyclopædia (edition of 1914-15), the New International Yearbook, and The Statesman's Yearbook for 1918. The information of the last three works is often later than that of the first, and for this reason it will be of advantage for the student to consult all four at all times. This does not in any way preclude the use of other reputable encyclopedic publications and yearbooks, among the latter being Hazell's, Whitaker's, the World Almanac, the American Yearbook, and others which will be found to contain useful information.

Other books cited are in general those of more recent date, as earlier works, many of which are excellent, are more difficult of access outside of large libraries. Some of the books are cited frequently or in great part. If possible, the student should endeavor to purchase several of these volumes, as ownership will facilitate study. Some of the authors, especially the French and German, it may be difficult or impossible to purchase; but if large libraries are near at hand such works should be consulted there, as there is often no work in English that exactly takes their place. Frequently many titles are cited in order to give the student as wide a choice as possible. In addition, it should be noted that excellent bibliographical lists are given in the general reference books cited above.

In arrangement the syllabus attempts to proceed in a logical and natural manner from a general introduction covering the entire field to a systematic consideration of the natural features of each region, its climate, population, natural resources, its history and government, its occupations and industries, and its foreign commerce and factors entering into and influencing trade. As outlined, it is believed that the course fulfills the purpose for which it was compiled, namely, to furnish the student with knowledge of such a nature that he can enter the commercial game in the Near East intelligently and be of service in building up there an enduring trade for goods manufactured in the United States. The day for hit-and-miss methods is over. In order to succeed, the representative of a commercial house abroad must have definite information, not only of the line of goods he handles, but of the country and of the people and their social, economic, and political condition.

Although comparatively little time can be spent on the study of the people and their history, or more broadly on the geographical and historical features, it must be borne in mind that the more solid the background in both these directions the more thorough will be the comprehension of the commercial aspects and the greater the probability of accomplishment when actually on the field. The history of the Balkan area and of Asiatic Turkey is emphasized more

especially since the treaty of Berlin in 1878, which may be said to have given rise to present conditions, and that of Egypt since its internationalization under Turkish suzerainty. This involves what is commonly known as the Eastern Question, and the more completely the commercial agent understands this in its different ramifications the better progress he will make in his chosen field. The student is advised, therefore, to read widely in the history of the several countries.

Economic matters come preeminently within the scope of this course, and here especially the efforts of the student should not end with the lesson and the classroom. His special study of economic conditions in the Near East will be enhanced if he read widely in general economic subjects, including economic theory, economic history, money and banking, and general commercial matters.

Students should supply themselves with outline maps of the entire region of the Near East, as well as of each country singly, and with good general maps, for, above all, a good knowledge of the geography of the country is essential to success; and work with maps must be constant and serious.

So far as possible, the student should keep in touch with current periodical literature on the regions covered in this course, consulting especially The Readers' Guide to Periodical Literature, The Readers' Guide to Periodical Literature Supplement, The Agriculture Index, and The Industrial Arts Index, all of which are published monthly and are cumulative. The Journal of International Relations (formerly Journal of Race Development) and the National Geographic Magazine have both published valuable material in regard to the peoples of the Near East. The Business Digest and Investment Weekly and the Standard Daily Trade Service often contain items of importance and should be carefully watched. Finally those periodicals treating especially of the Near East should be read as a part of the course. Among periodicals of this type are the following:

Les Annales Franco-Helleniques. Published fortnightly in French at Rue du Stade 6, Athens. Subscription price, 75 francs per annum. Said to be the best publication in Greece relative to commerce and trade, but the articles are short and mainly copied from other sources, including books.

L'Information d'Orient, Revue Politique, Economique, Industrielle et Financière avec Bulletin Commercial d'Orient Organo du Bureau Commercial Français de Constantinople. Published on the 1st and 15th of each month, in Constantinople, Imprimerie Zellich Frères, Pera, Rue Yazidji, at 60 francs per annum, or 10 piasters per number.

Levant American Commercial Review. Published monthly by The Levant American Commercial Co., at 160 Broadway, New York City. Subscription, \$3 per annum, 25 cents per number.

Le Mouvement Économique (Roumanie, Bulgarie, Grèce, Serbie, Empire Ottoman). Organ of the Société d'Économie Politique de Bucarest. Published monthly in Bucarest, at 5 Strada Arcului. Subscription price 40 francs per annum.

Levant Trade Review. Published by the American Chamber of Commerce for the Levant at Minerva Han Galata, Constantinople, monthly. (This Chamber of Commerce was organized in March, 1911, for the purpose of extending American trade relations in the Near East.)

The Near East, with which is incorporated The Indiaman. A weekly review of the Politics and Commerce of the Balkan Peninsula, Egypt and the Sudan, Morocco, Asia Minor, Arabia, Mesopotamia, Persia, and India. Published at 1 Devonshire Square, London, E. C. 2. Annual subscription abroad £1 4s. 4d. Single numbers, sixpence, plus 1d. postage.

Other periodical publications dealing with the Near East, either in whole or in part, in which the tone of the articles is not so predominantly commercial as the above, but which contain much useful information, are the following:

The Balkan Review. Published monthly in English at the Rolls House Publication Co. (Ltd.), Breams Buildings, London, E. C. 4. Subscription price, 17s. 6d. per annum. The articles are general in tone, including historical and economic matters.

Deutsche Levante Zeitung. Published in German (mainly) and French, at Hamburg, but suspended publication with the issue for February 16, 1916. This was a readable and well-illustrated paper, and it is possible that either this publication or one similar to it may reappear.

Economic Chronicle. Published in Greek at Rue Lycabettus 21b, Athens. Subscription price, 12 drachmas per annum. Mainly financial, but not widely read. Its material consists of reprints.

L'Économiste d'Orient. Published fortnightly in French at Rue Valtetsiou 45, Athens. Subscription price, 20 francs per annum. Contains well-selected material taken from current newspapers.

The Jugoslav Review. Published twice each month at 3637 West Twenty-sixth Street, Chicago, Ill.

London Times Trade Supplement. Published in London. This supplement contains from time to time interesting items relative to the Near East.

The New Europe. Published weekly in English by Eyre & Spottiswood (Ltd.), 9 East Harding Street, E. C. 4, London, England. This periodical has occasional articles, usually of a general economic, historical, or political tone relating to the Near East.

La Revue de Grèce. Published monthly in French, at Rue Lekka 4, Près de la Place de la Constitution, Athens. Foreign office, Messageries Hachette, Rue Reaumir, Paris. Foreign subscription price, 36 francs per annum.

Revue des Balkans. Published in French at Rue Lafayette 94, Paris. Subscription price, 50 francs per annum. In its first year. Interest shown in the northern territory. Contains much that is evidently Greek propaganda.

Part I.—GENERAL INTRODUCTION.

The first lesson should preferably be given in the form of a lecture by the instructor, in order that the general scope of the course might be fully explained. The territory covered in the entire course may be divided into three general regions:

- A. The European territory, or the Balkan area, including Roumania and the Balkan Peninsula.
- B. The Asiatic territory, including Asia Minor, Mesopotamia, Syria, Palestine, Arabia, Persia, and the several Armenian regions. Especial attention should be given to Asiatic Turkey.
- C. The African territory, including Egypt. The Egyptian Sudan should be lightly discussed.

It will be found to be of advantage to make this first lesson center about the maps of the several regions, in order to begin with a clear understanding of the territory involved in the course. A short general consideration should be given to the following points:

1. Area and boundaries.
2. Comparison in size with other countries and regions. In A compare the Balkan Peninsula with other European peninsulas.
3. Topography and other general features.
4. Climate.
5. Racial elements and general culture.
6. General resources, industries, and trade.
7. Very brief historical mention.

REFERENCES.

Encyclopædia Britannica.

- A. III, 258-261, The Balkan Peninsula.
- B. II, The Nearer East; 740, Asia Minor; 746, Western Asia.
- C. IX, 21-39, Egypt.

The New International Encyclopædia.

- A. II, 567, Balkan Mountains and Balkan Peninsula.
- B. II, 237-246, Asia, *passim*.

Niox: *Les Pays Balkaniques.* Pp. 1-26, The Balkan countries, discussing especially name, location, and ethnography.

The student should own at least one good economic, industrial, or commercial geography, to be used as a general reference book. The following are here enumerated, but others may be used:

Adams: *A Textbook of Commercial Geography.*

- A. and B. Ch. XXX, The Balkan Peninsula and Asiatic Turkey, pp. 318-327.
- C. In Ch. XLV, Egypt and North Africa, pp. 453-455.

Gannett, Garrison, and Houston: *Commercial Geography.*

- A. Ch. XXVII, The Balkan States, pp. 313-317.
- B. Pp. 365-366, Turkey in Asia.
- C. Pp. 374-376, Egypt.

Mill, Hugh Robert: *The International Geography.*

- A. Pp. 327-351.
- B. Pp. 439-456.
- C. Pp. 918-929.

Monroe and Buckbee: *Europe and Its People.*

- A. Ch. XII, The Balkan Plateau, pp. 108-115.

Morris: *Industrial and Commercial Geography.*

- A and B. Ch. XXIV, Central and Southeast Europe, pp. 239-250.
- C. Pp. 301-303, Egypt.

Trotter: *The Geography of Commerce.*

- A. Ch. XXV, The Danube Countries and the Balkan Peninsula, pp. 299-304.
- B. Pp. 338-341, Turkey in Asia.
- C. Pp. 354-355, Egypt.

The student should familiarize himself from the beginning with the maps of the several regions. Among general commercial atlases that will be found useful are the following:

Bartholomew: *Atlas of the World's Commerce.*

Hammond's Business Atlas of Economic Geography.

Philips' Chamber of Commerce Atlas.

As a preparation for this first lesson, and indeed as an introduction to the entire course, it is recommended that the student read a brief statement of the Eastern Question of the nineteenth and twentieth centuries. Concise accounts will be found in the following works:

Marriott: *The Eastern Question, an Historical Study in European Diplomacy.*
Ch. I, Introductory: The problem of the Near East, pp. 1-17.

Robinson and Beard: *The Development of Modern Europe.* Vol. II, Ch. XXIX, Turkey and the Eastern Question, pp. 303-317.

Rose: *The Development of the European Nations.* Vol. I, Ch. VII, The Eastern Question, pp. 184-224.

Seton-Watson: *Rise of Nationality in the Balkans, *passim*.*

Sloane: *The Balkans. A Laboratory of History.*

- Ch. I, Turkey and European Politics, pp. 3-19.

- Ch. II, Turkish Rule under Abdul Hamid, pp. 23-51.

Whitcomb: *A History of Modern Europe.* Sec. 43, The Eastern Question, pp. 256-262.

Woods: *The Cradle of the War; the Near East and Pan-Germanism.* Ch. I, The Near East before the Great War, pp. 1-40.

Part 2.—ROUMANIA: THE COUNTRY AND THE PEOPLE.

(Parts 2-13 will cover preliminary considerations of the several regions.)

1. Name or names and derivation.
2. Area and boundaries; compare size with that of other countries or regions.
3. Divisions:
 - a. Moldavia.
 - b. Wallachia.
 - c. The Dobruja.
 - d. Bessarabia (formerly Roumanian territory).
 - e. Latest accessions of territory.
4. Physical features of the country, care being taken to bring out their influence on the economic life of the people, and considering especially:
 - a. Mountains, plains, and valleys.
 - b. Rivers and lakes.
 - c. Geological structure.
5. Climate, and its influence on the people, considering especially:
 - a. Character.
 - b. Seasons.
 - c. Rainfall.
6. Fauna and flora (very brief).
7. Population, with especial attention to the following:
 - a. Races, and their distribution.
 - b. Genesis of the Roumanians.
 - c. Roumanians outside Roumania.
 - d. Racial characteristics.
 - e. Religion and education (with special emphasis on average of literacy).
 - f. Chief occupations.
 - g. Emigration.
8. General resources (very briefly, as this is dealt with at length in later lessons).

MAIN REFERENCES.

Britannica. XXIII, 825-826 (size, population, physical features); 826-827 (geology, climate, fauna); 829 (population). III, 821 (Bessarabia). VIII, 351-352 (Dobruja). XXVIII, 166-168 (Vlachs and their distribution).

New International. XX, 216-217 (location, size, boundaries, topography, climate, flora, fauna, and geology); 218-219 (religion, education, ethnology). III, 202 (Bessarabia). XVI, 99-100 (Moldavia). XXIII, 291 (Wallachia). VII, 123 (Dobruja).

New International Yearbook. Published annually beginning with the volume for 1907 (pub. 1908). See as many volumes as possible, under caption "Roumania." The information changes from year to year.

Statesman's Yearbook for 1918. Pp. 1197-1199 (area and population, religion, and instruction). The volume for any year may be consulted. It would be well always in consulting this publication to examine the volume for 1913 as well as later volumes in order to note conditions prior to and during the Great War.

OTHER REFERENCES.

Brailsford: Macedonia, its Races and Their Future. Ch. VI, The Vlachs (of Macedonia), pp. 173-190.

Dudeșco: L'Évolution Économique Contemporaine des Pays Balkaniques. Pp. 3-7 (physical features); 7-15 (origin, character, and customs of the people); 15-22 (religions); 27-43 (education). (Note: This book deals with Roumania, Bulgaria, and Serbia. The above references cover the last two countries as well as Roumania.)

Lyde: Some Frontiers of To-morrow. Pp. 87-92 (Roumanians and their distribution).

Muzet: Le Monde Balkanique. Book III, Ch. I, La race roumaine, pp. 87-101.

Sec. 1, Éskissé géographique, pp. 87-89.

Sec. 2, Ethnographie, pp. 89-91.

Sec. 3, Moeurs et coutumes roumains; La langue et la littérature, pp. 91-95.

Sec. 5, La religion, pp. 100-101.

- Niox: *Les Pays Balkaniques*. Pp. 37-38 (boundaries); 45-52 (geographical description); 56-61 (population); 62 (religion).
 Notice sur la Roumanie en 1900. I, pp. 3-4 (geography); 4-5 (area, climate, picturesque appearance); 5 (population); 5-8 (religions).
 Singleton: *Turkey and the Balkan States*.

Roumania, pp. 298-305 (boundaries, area, physical features, climate, religion, population).

Bucharest, pp. 306-315 (racial characteristics).

Life in Roumania, by Hélène Vacaresco, pp. 316-323 (race and customs).

Sloane: *The Balkans*. Pp. 73-75 (Wallach and their distribution).

Woods: *The Cradle of the War*. Pp. 105-111 *passim* (location, population, etc.).

Part 3.—BULGARIA: THE COUNTRY AND THE PEOPLE.

1. Name or names and derivation.
2. Area and boundaries; compare size with that of other countries or regions.
3. Divisions:
 - a. Old Bulgaria.
 - b. New Bulgaria.
 - c. East Rumelia.
 - d. Late accessions and losses.
4. Physical features of the country (see part 2, No. 4):
 - a. Mountains, plains, and valleys.
 - b. Rivers and lakes.
 - c. Geological structure.
5. Climate (see part 2, No. 5):
 - a. Character.
 - b. Seasons.
 - c. Rainfall.
6. Fauna and flora (very brief).
7. Population, with special attention to the following:
 - a. Races and their distribution.
 - b. Genesis of the Bulgarians.
 - c. Bulgarians outside Bulgaria.
 - d. Racial characteristics.
 - e. Religion and education (with special emphasis on average of literacy).
 - f. Chief occupations.
 - g. Emigration.
8. General resources (part 1, No. 8).

MAIN REFERENCES.

- Britannica. IV, 772 (location, boundaries); 772-774 (physical features, geology, climate, fauna, flora); 776-777 (population—including towns, ethnology, national character). XXIII, 849 (East Rumelia).
 New International. IV, 137-138 (boundaries, divisions, and natural features); 139 (education, population); 142 (Bulgars). XX, 224 (East Rumelia).
 New International Yearbook. See the volume for 1907 and for each year thereafter, caption "Bulgaria."
 Statesman's Yearbook for 1918. Pp. 727-728 (area and population, religion and instruction).

OTHER REFERENCES.

- Brailsford: *Macedonia, Its Races and Their Future*. Pp. 119-124 *passim* (the Bulgarians in Macedonia).
- Dudec: *L'Évolution Économique Contemporaine des Pays Balkaniques*. See references in lesson 2.
- Eliot: *Turkey in Europe*. Ch. IX, *The Bulgarians and Serbs*, pp. 311-348.
- Guérin Songeon: *Histoire de la Bulgarie depuis les Origines jusqu'à nos Jours*. Ch. I, Population primitive de la Bulgarie, pp. 7-21.
 Book II, Ch. I, *Les Bulgars*, pp. 37-48.
- Monroe: *Bulgaria and Her People*:
 - Ch. I, Geography of Bulgaria, pp. 1-11.
 - Ch. II, The Old Bulgarian Kingdom, pp. 12-25, *passim*.
 - Ch. XIII, The People of Bulgaria, pp. 182-191.
 - Ch. XV, Religion and Monasteries, pp. 208-223.
 - Ch. XVI, Education in Bulgaria, pp. 224-237.
 - Ch. XXVI, The Bulgars of Macedonia, pp. 359-372.

- Muzet:** *Le Monde Balkanique*. Book VI, Ch. II, Caractères; Moeurs et coutumes, pp. 270-274.
- Niox:** *Les Pays Balkaniques*. VI, Bulgarie, pp. 111-132.
Location, climate, etc., pp. 111-116.
Geographical description, pp. 116-130.
People and distribution, pp. 131-132.
- Rose:** *The Development of the European Nations, 1870-1914*. I, 299-302, 321-322 (the Bulgarians).
- Singleton:** *Turkey and the Balkan States. Bulgaria and the Bulgarians*, by Edward Dicey, pp. 185-197 (national characteristics).
- Sloane:** *The Balkans*. Pp. 66-68 (Old Bulgars); 70-73 (Bulgarians).

Part 4.—SERBIA: THE COUNTRY AND THE PEOPLE.

1. Name or names and derivation.
2. Area and boundaries; compare size with that of other countries or regions.
3. Divisions:
 - a. Old Serbia.
 - b. Serbia before 1912.
 - c. New Serbia.
 - d. Late accessions.
4. Physical features of the country (see part 2, No. 4):
 - a. Mountains, plains, and valleys.
 - b. Rivers and lakes.
 - c. Geological structure.
5. Climate (see part 2, No. 5):
 - a. Character.
 - b. Seasons.
 - c. Rainfall.
6. Fauna and flora (very briefly).
7. Population, with special attention to the following:
 - a. Races, and their distribution.
 - b. Genesis of the Serbians.
 - c. Serbians outside Serbia.
 - d. Racial characteristics.
 - e. Religion and education (with special emphasis on average of literacy).
 - f. Chief occupations.
 - g. Emigration.
8. General resources (see part 2, No. 8).

MAIN REFERENCES.

Britannica. XXIV, 686-687 (location and boundaries); 687 (natural features and climate, fauna); 689 (towns, population); 690 (religion and education).
New International. XX, 718-719 (Serbo-Croatian language); 720 (Serbs and Serbians); 720 (physical features); 730-731 (population, education, religion).

New International Yearbook. See the volume for 1907 and for each year thereafter, caption "Serbia."

Statesman's Yearbook for 1918. Pp. 1253-1255 (area and population, religion and instruction).

OTHER REFERENCES.

Brailsford: *Macedonia, Its Races and Their Future*. Pp. 101-107 (The Serbians).

Dudec: *L'Évolution Économique Contemporaine des Pays Balkaniques*. See references in lesson 2.

Eliot: *Turkey in Europe*. Ch. IX, The Bulgarians and Serbs, pp. 311-348.

Jaekel: *Lands of the Tamed Turk*. Ch. III, Twentieth Century Serbia, pp. 24-42 (light description).

Lazarovich-Hrebelianovich: *The Servian People*. Vol. I, Ch. II, Geographical features, pp. 93-107 (river and mountain systems, flora and fauna). Ch. I, The Servian Race, pp. 3-90 (physical and moral characteristics, language, family and social life, customs, and traditions). Chs. III and IV, pp. 108-109 (area, boundaries, population); 111-114 (religion, education); 132, 142-143, 153-154, 158-159, 167-168, 170-171 (Serbians outside Serbia).

- Le Queux: *The Near East. An alphabetical list of the principal Servian place-names*, pp. 165-177.
- Mijatovich: *Servia and the Servians*.
- Ch. II, Religion, pp. 38-53.
 - Ch. III, Servian peasants' notion about God, etc., pp. 54-69.
 - Ch. IV, National customs, pp. 70-114.
- Muzet: *Le Monde Balkanique*. Book IV, Ch. I, *La race Serbe; Le développement historique de la Serbie*, pp. 160-193.
- Sec. 1, *Characteristic de la race serbe*, pp. 160-168.
 - Sec. 3, *Esquisse géographique; La population; Le langue; La littérature*, pp. 172-180.
 - Sec. 4, *Moeurs et coutumes; Belgrade et les villes serbes*, pp. 180-184.
 - Sec. 5, *Belgrade et les villes serbes*, pp. 184-193.
- Niox: *Les Pays Balkaniques. Description Géographique*, pp. 95-100.
- Singleton: *Turkey and the Balkan States*.
- Servia*, pp. 221-226 (boundaries, area, topography, climate, population, national characteristics).
- Towns and country*, by Herbert Vivian, pp. 227-236 (physical features, national characteristics).
- Belgrade and the Servians*, by John Foster Fraser, pp. 237-253 (national characteristics).
- Sloane: *The Balkans*. Pp. 69-70 (The Servian People).
- Stead: *Servia by the Servians*.
- Ch. I, General characteristics, pp. 1-4.
 - Ch. VIII, Education, by the Minister of Education, pp. 117-135.
 - Ch. IX, Museums and Libraries, by the Minister of Education, pp. 136-151.
 - Ch. X, Religion, by S. M. Veselinovitch, director of the Theological Seminary, pp. 152-157.
 - Ch. XI, Superstitions and traditions, by Tichomir Georgevitch, editor of the Servian Ethnographical Journal, pp. 158-168.
 - Ch. XII, Manners and customs, by Dr. Sima Troyanovitch, Director of the Ethnological Museum, pp. 169-198.

Part 5.—THE FORMER AUSTRIA-HUNGARIAN PROVINCES: THE REGIONS AND THE PEOPLE.

1. Name or names and derivation.
2. Area and boundaries; compare size with that of other countries or regions.
3. Physical features of the country (see part 2, No. 4):
 - a. Mountains, plains, and valleys.
 - b. Rivers and lakes.
 - c. Geographical structure.
4. Climate (see part 2, No. 5):
 - a. Character.
 - b. Seasons.
 - c. Rainfall.
5. Fauna and flora (very briefly).
6. Population, with special attention to the following:
 - a. Races and their distribution.
 - b. Natural alliances.
 - c. Racial characteristics.
 - d. Religion and education (with special emphasis on average of literacy).
 - e. Chief occupations.
 - f. Emigration.
7. General resources (see part 2, No. 8).

CROATIA-SLAVONIA: MAIN REFERENCES.

- Britannica. VII, 471-472 (boundaries, area, topography, climate); 473-474 (population, religion, education).
- New International. VI, 280-281 (location, area, topography, climate, education, population).
- New International Yearbook. See the volume for 1907 and for each year thereafter, caption "Austria-Hungary."
- Statesman's Yearbook for 1918. P. 675 (area and population).

Lazarovich-Hrebelianovich : The Servian People. I, 158 (location, area, population); 162-164 (religion, education, population).

Muzet : Le Monde Balkanique. Pp. 259-261 (location, area, population).

BOSNIA AND HERZEGOVINA: MAIN REFERENCES.

Britannica. IV, 279-280 (name, location, boundaries, area, topography, geology, climate, fauna, flora); 281 (population and national characteristics); 282 (religion, education).

New International. III, 2 (Bosnia); 564-565 (location, boundaries, topography). XI (Herzegovina); 237 (location, area, topography, climate, education, population).

New International Yearbook. See volume for 1907 and for each year thereafter, captions "Bosnia" and "Herzegovina."

Statesman's Yearbook for 1918. P. 684 (area, population, instruction).

OTHER REFERENCES.

Lazarovich-Hrebelianovich : The Servian People. I, 142-143 (location, area, population); 146-148 (religion, education, occupations).

Muzet : Le Monde Balkanique. Pp. 246-248 (location, area, topography, population).

Singleton : Turkey and the Balkan States.

Bosnia, pp. 286-289 (location, boundaries, area, topography, population).

Herzegovina, by A. J. Evans, pp. 278-285 (location, boundaries, extent, topography, climate, population).

Stoianovitch : Bosnie-Herzégovine. Aperçu Général, pp. 9-13; Notice géographique, pp. 9-10; Les habitants, pp. 12-13.

DALMATIA: MAIN REFERENCES.

Britannica. VII, 772-773 (location, boundaries, area, topography, climate, fauna, flora); 773 (population, towns, national characteristics); 773-774 (religion, education).

New International. VI, 446-447 (name, location, topography, occupations, population).

New International Yearbook. See the volume for 1907 and for each year thereafter, caption "Dalmatia."

Statesman's Yearbook for 1918. P. 663 (area, population).

OTHER REFERENCES.

Lazarovich-Hrebelianovich : The Servian People. I, 153-154 (location, area, population); 155-156 (religion, education, occupations).

Muzet : Le Monde Balkanique. Pp. 254-255 (location, area, population).

Taylor : The Future of the Southern Slavs. Ch. III, The Ethnography of Dalmatia in the Past and Present, pp. 128-136.

Part 6.—MONTENEGRO AND ALBANIA: THE COUNTRIES AND THE PEOPLE.

1. Name or names and derivation.
2. Area and boundaries; compare size with that of other countries or regions.
3. Physical features (see part 2, No. 4):
 - a. Mountains, plains, and valleys.
 - b. Rivers and lakes.
 - c. Geological structure.
4. Climate (see part 2, No. 5):
 - a. Character.
 - b. Seasons.
 - c. Rainfall.
5. Fauna and flora (very briefly).
6. Population, with special attention to the following:
 - a. Races and their distribution.
 - b. Genesis of races.
 - c. Natural alliances.
 - d. Racial characteristics.
 - e. Religion and education (with special emphasis on average of literacy).
 - f. Emigration.
7. Natural resources (see part 2, No. 8).

MONTENEGRO: MAIN REFERENCES.

Britannica. XVIII, 766-768 (location, name, area, boundaries, topography, climate, flora, fauna); 769 (population); 771 (religion, education, language, and literature).

New International. XVI, 192-193 (location, name, area, topography, flora, population, education).

International Yearbook. See the volume for 1907 and for each year thereafter, caption "Montenegro."

Statesman's Yearbook for 1918. Pp. 1078-1079 (area and population; religion, and instruction).

OTHER REFERENCES.

Devine: Montenegro in History, Politics, and War. Pp. 1-6 (description of Montenegro); 6-13 (the Montenegrin character); 13-15 (the origin of the Montenegrins).

Holt and Chilton: European History, 1862-1914. Pp. 209, 247-248 (territory as decreed by the Treaty of Berlin, 1878); 499 (territory added in 1913).

Jaekel: Lands of the Tamed Turk. Ch. XV, Montenegro, pp. 211-228 *passim*.

Lazarovich-Hrebelianovich: The Servian People. I, 131-132 (location, boundaries, area, people); 134-135 (religion, education).

Muzet: *Le Monde Balkanique*. Book V, Ch. I, Le Montenegro, pp. 240-244 *passim*.

Niox: Les Pays Balkaniques. Pp. 104-110 (description géographique).

Singleton: Turkey and the Balkan States.

Montenegro, pp. 254-256.

In Montenegro, by Lady Thompson, pp. 257-260.

The Capital and the Prince, by J. D. Bourchier, pp. 261-270.

Podgoritzia and Rijeka, by Mary Edith Durham, pp. 271-277.

Sloane: The Balkans. Pp. 70, 89, 97-99 (Montenegro and its people).

Tucić: The Slav Nations. Ch. VII, Montenegro, pp. 129-137.

ALBANIA: MAIN REFERENCES.

Britannica. I, 481-482 (location, boundaries, topography, climate, natural products); 482-486 (population, national characteristics, tribal system, religion, education, language).

New International. I, 323-324 (location, name, boundaries, topography, population, religion); 324-325 (language).

International Yearbook. See the volume for 1913 and for each year thereafter, caption "Albania."

Statesman's Yearbook for 1918. Pp. 636-637 (area and population, religion and instruction).

OTHER REFERENCES.

Brailsford: Macedonia, Its Races and Their Future. Ch. VIII, The Albanians, pp. 221-229.

Sec. I, The Albanian Character, pp. 221-228.

Sec. III, Customs and Feudalism, pp. 235-239.

Sec. IV, Religion, pp. 239-248.

Chekrez: Albania, Past and Present.

Ch. I, Origin of the Albanian People, pp. 3-9.

Ch. XIV, General Geography, pp. 167-172.

Durham: High Albania. Ch. II, The Land and the Law, pp. 19-38. (Read the whole book, if possible.)

Eliot: Turkey in Europe. Ch. X, The Albanians and Vlachs, pp. 348-379.

Lyde: Some Frontiers of To-morrow. Pp. 98-104 (Albania).

Muzet: *Le Monde Balkanique*. Book II, Ch. III, La question albanaise, pp. 64-67 *passim*.

Pears: Turkey and Its People. Ch. IX, The Albanians, pp. 164-195.

Singleton: Turkey and the Balkan States.

Albania and the Albanians, by Sutherland Menzies, pp. 160-167.

In Albania, by John Foster Fraser, pp. 168-179.

Sloane: The Balkans. Pp. 75-79 (Albania and the Albanians).

Woods: Danger Zone of Europe. Ch. III, The Albanian Question, pp. 87-119 *passim*.

Parts 7 and 8.—GREECE: THE COUNTRY AND THE PEOPLE.

1. Name or names and derivation.
2. Area and boundaries; compare size with that of other countries or regions.
3. Divisions:
 - a. Old Greece.
 - b. New Greece.
4. Physical features of the country (see part 2, No. 4):
 - a. Mountains, plains, and valleys.
 - b. Rivers and lakes.
 - c. Geological structure.
5. Climate (see part 2, No. 5):
 - a. Character.
 - b. Rivers and lakes.
 - c. Rainfall.
6. Fauna and flora (very briefly).
7. Population, with special attention to the following:
 - a. Races and their distribution.
 - b. Genesis of the Greeks.
 - c. Greeks outside Greece.
 - d. Racial characteristics.
 - e. Religion and education (with special emphasis on average of literacy).
 - f. Chief occupations.
 - g. Emigration.
8. General resources (see part 2, No. 8).

MAIN REFERENCES.

- Britannica.** XII, 425-428 (extent of ancient and modern Greece, topography, geology, flora, fauna, climate, area); 428-432 (population, departments, ethnology, national character, customs); 433-434 (education, religion). See also the captions "Crete," "Epirus," "Mytiline," and other regions of New Greece, as well as the individual islands and districts in Old Greece.
- New International.** X, 288-290 (location, area, boundaries, topography, hydrography, climate, flora, fauna, geology); 292-293 (population and people, ethnology, religion, education). See also various captions, as above.
- New International Yearbook.** See volume for 1907 and for each year thereafter, caption "Greece." Especially see the volume for 1913 and subsequent years, showing additions to territory.
- Statesman's Yearbook for 1918.** Pp. 979-981 (area and population); 981 (religion and instruction).

OTHER REFERENCES.

- Braillsford:** Macedonia, Its Races and Their Future. Ch. VIII, The Greeks (in Macedonia), pp. 191-220 *passim*.
- Eliot:** Turkey in Europe. Ch. VIII, The Greeks, pp. 265-311.
- Ferriman:** Greece and the Greeks.
- Ch. I, The Greek Mainland, pp. 1-54.
 - Ch. II, The Isles, pp. 55-131.
 - Ch. III, Types and traits, pp. 132-164.
 - Ch. IV, Domestic life, pp. 165-196.
 - Ch. V, The Greek people, pp. 197-210.
 - Ch. VI, Faith and Folk-Lore, pp. 211-250.
 - Ch. VII, Education, pp. 251-262.
- Lefevre-Méaulle:** La Grèce Économique et Financière.
- L'Ancienne (Old) Greece, pp. 1-12. See also Ch. VIII, îles Ioniennes, pp. 196-217 (use this also for later lessons).
 - Ch. X, La Guerre Balkanique et les nouvelles Acquisitions, pp. 226-255 (use this also for later lessons).
- Martin:** Greece of the Twentieth Century.
- Ch. I, Physical features; The seasons, pp. 31-41.
 - Ch. XIII, Education; Emigration; Religion, pp. 157-170.
 - Ch. XIV, Literature; Hellenic societies, pp. 171-179.
 - Ch. XXX, Ionian Islands, etc., pp. 353-362.
 - (Various pages, *passim*, throughout the rest of the volume, also are worth reading in connection with this lesson.)

Sloane: *The Balkans*. Pp. 37-38 (the Greek rayaks); 38-40 (the modern Greeks); 99-104 *passim* (Grecian aims and influence); 110-114, *passim* (social life in the Balkans).

Parts 9 to 12.—TURKEY: THE COUNTRY AND THE PEOPLE.

NOTE.—This series of four lessons is designed to serve in part as a review of the preceding lessons. Considerable time, for instance, might be given to Macedonia as an entity, and to Epirus, and to other territory that was formerly Turkish. Considerable attention, too, should be given to Turkish domains in Asia. The constantly decreasing extent of Turkish territory should always be kept in mind.)

1. Name or names and derivation.
2. Extent of European territory and its shrinkage to the end of 1913.
3. Area and boundaries of the present European Turkey.
4. Area and extent of Asiatic Turkey.
5. Relation of Egypt to Turkey.
6. Physical features of European Turkey (see part 2, No. 4):
 - a. Mountains, plains, and valleys.
 - b. Rivers and lakes.
 - c. Geological structure.
7. The same for Asiatic Turkey.
8. Climate of European Turkey (see part 2, No. 5):
 - a. Character.
 - b. Seasons.
 - c. Rainfall.
9. The same for Asiatic Turkey.
10. Fauna and flora of European Turkey (very briefly).
11. The same for Asiatic Turkey.
12. Population of European Turkey, with special attention to the following:
 - a. Races and their distribution.
 - b. Genesis of Turks.
 - c. Racial characteristics.
 - d. Religion and education (with special emphasis on average of literacy).
 - e. Chief occupations.
 - f. Emigration.
13. The same in general for Asiatic Turkey.
14. Natural resources of European Turkey (very briefly).
15. The same for Asiatic Turkey.

MAIN REFERENCES.

- Britannica. XXVII (Turkey): 426 (extent of empire in 1910, boundaries of European and Asiatic Turkey and African territories) : 426 (population, race, and religion) : 428 (education). XVII (Macedonia) : 216-217 (boundaries, geographical features) ; 217-219 (population, towns, races, racial propaganda). II (Asia Minor) : 757-758 (location, name, boundaries, area, topography, geology, climate) : 759 (ethnology). II (Armenia) : 564 (name, extent, divisions, topography, population). XV (Kurdistan) : 949-950 (location, population, antiquities, language, religion). XVIII (Mesopotamia) : 179-181 (name, location, natural divisions, drainage, character of surface, climate, flora) : 181 (towns). XX (Palestine) : 600-604 (name, area, topography, climate, water supply, fauna, flora) : 604 (population). XXVI (Syria) : 305-307 (name, location, boundaries, topography, hydrography, geology, climate, flora, fauna) ; 307 (population, religion, language). XVII, 417-424 (Mohammedan religion).
- New International. XXII (Turkey) : 569 (name, area, topography) ; 571-572 (population, education, religion, ethnology). XIV (Macedonia) : 563-565 (location, population, etc.). I (Anatolia) : 592-593 (name, location, area, topography, climate, fauna, flora, population, occupations). II (Asia) : 245 (Asiatic Turkey, area and population) ; 247 (Asia Minor). II (Armenia) : 136-138 (location, topography, climate, ethnology, archaeology). II (Armenian Church) : 140-141. II (Armenian language) : 141-142. XIII (Kurdistan) : 392. XV (Mesopotamia) : 458-459. XVII (Palestine) : 752-754 (name, area, topography, water supply, climate, flora, fauna). XXI (Syria) : 772-773 (location, topography, climate). XXI (Syrian Protestant College) : 775. XVI (Mohammedanism) : 79-88. XVI (Mohammedan sects), 88-93.

New International Yearbook. See the volume for 1907 and for each year thereafter. It is important to examine each volume after the first because of change in Turkish territory.

Statesman's Yearbook for 1918. Pp. 1322-1325 (area and population, religion and instruction). (Note: If the instructor desires, a slight study of Arabia and Persia may be made, using the reference books above noted. Egypt will be studied separately in the following lesson.)

OTHER REFERENCES.

Cardashian: The Ottoman Empire of the Twentieth Century.

Ch. V, Turkey and Its Peoples, pp. 113-135.

Ch. VI, Armenia and the Armenians, pp. 139-154.

Cobb: The Real Turk.

Ch. I, Character and climate, pp. 3-20.

Ch. II, The Turk still a medieval in character, mentality, and religion, pp. 23-28.

Ch. III, The Turk as a citizen, pp. 39-49.

Ch. VI, At home, pp. 85-103.

Ch. VIII, Turkish schools, pp. 129-141.

Ch. IX, American influence on Turkish education, pp. 145-166.

Ch. X, The education of oriental boys at Robert College, pp. 169-184.

Eliot: Turkey in Europe. Chs. III and IV, The Turks, pp. 70-154.

Ferriman: Turkey and the Turks.

Ch. I, Turkey, pp. 1-34.

Ch. II, The Turks, pp. 35-78.

Ch. III, The harem, pp. 79-106.

Ch. IV, Domestic slavery, pp. 107-132.

Ch. V, The Turk and his faith, pp. 133-173.

Ch. VI, Mosques and Tekkehs, pp. 174-207.

Ch. VII, Family events, pp. 208-237.

Ch. VIII, The Serai, pp. 238-260.

Ch. IX, Dress, pp. 261-284.

Ch. X, Turkish home, pp. 285-334.

Muzet: Le Monde Balkanique. Book I, Ch. I, Les Races en présence dans la péninsule balkanique, pp. 5-11.

Sec. 1, Les grandes migrations, pp. 5-7.

Sec. 2, Les races et les religion, pp. 7-11.

Pears: Turkey and Its People.

Ch. II, The Turks strictly so-called, pp. 23-43.

Ch. III, Turkish domestic life and habits, pp. 44-56.

Ch. IV, Family life and the position of Turkish women, pp. 57-74.

Ch. V, Ignorance and superstition, pp. 75-93.

Ch. VI, The Greeks in the Turkish Empire, pp. 94-113.

Ch. VII, The Greek Church, pp. 114-143.

Ch. VIII, The Vlachs, the Pomaks, the Jews, and Dunmays, pp. 144-163.

Ch. X, Macedonia, pp. 196-245 *passim*.

Ch. XI, Asia Minor, pp. 246-269 (especially the physical features and people).

Ch. XII, The Armenians, pp. 270-295.

Phocas-Cosmetatos: Au Lendemain des Guerres Balkaniques. Ch. I, Les démembrements de la Turquie depuis un siècle, pp. 17-21.

Singleton: Turkey and the Balkan States.

The Ottoman Turks, by Edward A. Freeman, pp. 5-9.

Conflicting ambitions, by J. Ellis Barker, pp. 49-56 (the several peoples of the Empire).

Turkey in Europe, by Sutherland Menzies, pp. 57-68 (physical features).

Character of the Turks, by Lord John Russell, pp. 69-71.

Turkish women, by Margaret Macgregor, pp. 101-109.

Macedonia, by H. F. Tozer, pp. 132-141.

Sloane: The Balkans. Pp. 23-34 *passim* (Turks and their characteristics); pp. 68-69 (the Turks).

Part 13.—EGYPT: THE COUNTRY AND THE PEOPLE.

1. Name or names and derivation.
2. Area and boundaries; compare size with that of other countries or regions; define Turkish Egypt and the Egyptian Sudan.

3. Physical features of the country (see part 2, No. 4) :
 - a. Mountains, plains, and valleys.
 - b. Rivers and lakes.
 - c. Geological structure.
4. Climate (see part 2, No. 5) :
 - a. Character.
 - b. Seasons.
 - c. Rainfall.
5. Fauna and flora (very briefly).
6. Population, with special attention to the following :
 - a. Races and their distribution.
 - b. Genesis of the people.
 - c. Racial characteristics.
 - d. Religion and education (with special emphasis on average of literacy).
 - e. Chief occupations.
 - f. Emigration.
7. Natural resources (see part 2, No. 8).

MAIN REFERENCES.

- Britannica. IX, 21-23 (location, boundaries, areas, general character, coast regions, the Fayum, the Delta, the lakes, the desert plateaus, the oases, geology); 23-24 (climate, flora, fauna, health); 25 (chief towns); 29-30 (religion and education); 31-33 (inhabitants).
- New International. VII, 518-520 (location, area, boundaries, topography, climate, flora, fauna, geology); 527 (population, religion, education).
- New International Yearbook. See the volume for 1907 and for each year thereafter, caption "Egypt."
- Statesman's Yearbook for 1918. Pp. 242-243 (area and population); 244-246 (religion and instruction).

OTHER REFERENCES.

Arminjon : La Situation Économique et Financière de l'Égypte.

Book I, Ch. I. Description de la vallée du Nil; Ses caractères particuliers,

leurs conséquences, pp. 1-7.

Book III, Les populations de l'Égypte.

Ch. I, Total de la population; Ses éléments, pp. 142-150.

Ch. II, Condition morale et matérielle; traits caractéristiques, pp. 151-161.

Ch. III, La condition de la population au point de vue matériel, pp. 162-172.

Cromer : Modern Egypt.

II. Ch. XXXIV, The dwellers in Egypt, pp. 123-167.

Ch. XXXV, The Moslems, pp. 168-199.

Ch. XXXVI, The Christians, pp. 201-227.

Ch. XXXVII, The Europeanized Egyptian, pp. 228-244.

Ch. XXXVIII, The Europeans, pp. 245-259.

Ch. LIX, Education, pp. 524-542.

Cunningham : To-day in Egypt.

Ch. II, A general survey, pp. 9-25.

Ch. IV, Education and ideals, pp. 46-70.

Ch. VI, Public health and sanitation, pp. 92-122.

Ch. X, The people of Egypt, pp. 205-232.

Magnus : Ägypten.

Das Land, pp. 3-9.

Der Fluss, pp. 10-16.

Das Volk, pp. 23-57.

Parts 14 and 15.—GOVERNMENT.

GENERAL INTRODUCTION: REFERENCES.

Marriott : The Eastern Question, An Historical Study in European Diplomacy.

Ch. II, Physics and politics, pp. 18-35.

New International. XVIII, 818 (Political parties in the Balkans).

Sloane: The Balkans.

I, Turkey and European Politics, pp. 3-19.

III, The Balkan Peoples, pp. 55-80.

IV, The Balkan Nations, pp. 83-144.

(Note.—The study of the governments of the various countries and regions should include a consideration of the three departments of central government, namely, the executive, legislative, and judicial, attention being centered largely on the form and organization, ministries, officials, and general working of government; the franchise; political parties; local government; and means of defense.)

ROUMANIA: MAIN REFERENCES.

Britannica. XXIII, 829 (constitution of 1866); 829-830 (senate and chamber of deputies, franchise, executive power, ministries); 830 (local government); 830 (law and justice, defense); 840 (citizenship and the Jewish question); 840 (establishment of the kingdom, 1881); 841 (revision of constitution, 1883-1884).

New International. XX, 218 (government, army).

New International Yearbook. See the volume for 1907 and for each year thereafter, caption "Roumania," the section on "Government".

Statesman's Yearbook 1918. Pp. 1196-1197 (constitution and government); 1199 (justice); 1200 (defense); 1203 (diplomatic and consular representatives).

OTHER REFERENCES.

Mitrany: Roumania, Her History and Politics. The entire pamphlet (39 pages) should be read. This is a short statement including: Introduction; formation of the Roumanian nation; the foundation and development of the Roumanian principalities; the Phanariote rule; contemporary period; home and foreign policy since 1866; Roumania's present attitude; the past; the present; the future.

Muzet: Le Monde Balkanique. Book III, Ch. II, sec. 1, La constitution; les partis politiques et présence, pp. 102-109.

Notice sur la Roumanie en 1900. II, État politique; Organization du royaume, pp. 12-17 (discussing the political state, the dynasty, administrative organization, the proprietary state, crown domains).

BULGARIA: MAIN REFERENCES.

Britannica. IV, 777-778 (government); 778 (justice, army, navy); 782 (constitution of Trnovo for Eastern Rumelia).

New International, XV, 138-139 (government); 139 (army and navy).

New International Yearbook. See the volume for 1907 and for each year thereafter, caption "Bulgaria."

Statesman's Yearbook for 1918. Pp. 726-727 (constitution and government); 729-730 (defense).

OTHER REFERENCES.

Marriott: The Eastern Question, An Historical Study in European Diplomacy. Pp. 309-317 (constitution, sobranje, union of the two Bulgarias).

Monroe: Bulgaria and Her People. Ch. XIV, How Bulgaria is governed, pp. 192-207 (including fundamental principles of the Bulgarian constitution; executive powers; national assembly; how constituted; unique electoral law; representation of minorities; charges of unfair elections; the grand sobranje; sources of revenue; local government; municipal councils; the judiciary; a well-governed State; political parties; conservatives and liberals; other parties).

SERBIA: MAIN REFERENCES.

Britannica. XXIV, 689-690 (constitution and government); 690 (justice, defense).

New International. XX, 731 (organization of the government).

New International Yearbook. See the volume for 1907 and for each year thereafter, caption, "Serbia (Servia)."

Statesman's Yearbook for 1918. Pp. 1252-1253 (constitution and government); 1255 (justice); 1255-1256 (defense).

OTHER REFERENCES.

- Lazarovich-Hrebelianovich: *The Servian People*. I, pp. 109-111 (constitution and government); 115-118 (the army).
 Mijatovich: *Servia and the Servians*. Pp. 31-37 (the political parties of Servia).
 Muzet: *Le Monde Balkanique*. Book IV, Ch. II, sec. 1, *La constitution*; *La politique du roi Pierre Premier*, pp. 194-201.
 Stead: *Servia by the Servians*.
 Ch. IV, The constitution and constitutionalism, by Dr. Milovanovich, minister for foreign affairs, pp. 46-67.
 Ch. V, Local administration and present organization of the communes, by Prof. Constantin Koumaudi, in the faculty of administrative law at the university, pp. 63-77.
 Ch. VII, The judicial system, police, and prisons, by the minister of justice, pp. 93-116.

THE FORMER AUSTRIA-HUNGARIAN PROVINCES.

CROATIA-SLAVONIA: MAIN REFERENCES.

- Britannica. VII, 473 (constitution and government, local administration, justice).
 New International. VI, 280-281 (government, legislative chamber, justice).
 Statesman's Yearbook for 1918. P. 674 (central and local government).

OTHER REFERENCES.

- Lazarovich-Hrebelianovich: *The Servian People*. I, pp. 159-161 (administration and political organization); 161-162 (justice and defense).
 Muzet: *Le Monde Balkanique*. Book V, Ch. IV, *Croatia-Slavonie*, pp. 259-261 *passim*.

BOSNIA AND HERZEGOVINA: MAIN REFERENCES.

- Britannica. IV, 282-283 (government, justice, defense).
 New International. III (Bosnia); 564-565 (government, defense). XI (Herzegovina); 237 (government).
 New International Yearbook. See the volume for 1907 and for each year thereafter, caption "Bosnia and Herzegovina."
 Statesman's Yearbook for 1918. Pp. 683-684 (government, justice).

OTHER REFERENCES.

- Lazarovich-Hrebelianovich: *The Servian People*. I, pp. 144-145 (administration); 145 (defense).
 Muzet: *Le Monde Balkanique*. Book V, Ch. II, *La Bosnie-Herzégovine*, pp. 245-252 *passim*.

DALMATIA: MAIN REFERENCES.

- Britannica. VII, 773 (government, defense).
 New International. III, 447 (local and central government).

OTHER REFERENCES.

- Lazarovich-Hrebelianovich: *The Servian People*. I, pp. 154-155 (administration, defense).
 Muzet: *Le Monde Balkanique*. Book V, Ch. III, *Dalmatie*, pp. 253-258 *passim*.

MONTENEGRO: MAIN REFERENCES.

- Britannica. XVIII, 769-770 (constitution and government, administration and justice); 770-771 (defense).
 New International. XVI, 193 (central and local government); 193-194 (army).
 New International Yearbook. See volume for 1907 and for each year thereafter, caption "Montenegro."
 Statesman's Yearbook for 1918. Pp. 1078 (government); 1079 (justice, defense)..

OTHER REFERENCES.

Lazarovich-Hrebelianovich. *The Servian People*, I, pp. 132-133 (administration and social organization); 133 (constitution); 134 (royal family); 136-138 (the army).

ALBANIA: MAIN REFERENCES.

Britannica. I, 484-485 (tribal system).

New International. I, 323-324 (government).

New International Yearbook. See volume for 1913 and for each year thereafter, caption "Albania."

Statesman's Yearbook for 1918. Pp. 636-637 (government, justice).

OTHER REFERENCES.

Chokrezi: *Albania, Past and Present*. Ch. XVII, The growth of nationalism, "p. 211-233.

I, The initial steps, pp. 211-216.

II, In foreign countries, pp. 216-223.

III, Constitution and independence, pp. 223-226.

IV, The Albanians of America, pp. 227-233.

Phocas-Cosmetatos: *Au Lendemain des Guerres Balkaniques*. Ch. II, pp. 22-24 (situation politique).

GREECE: MAIN REFERENCES.

Britannica. XIII, 432-433 (government, local administration, justice); 437-438 (army, navy).

New International. X, 291-292 (government, defense).

New International Yearbook. See the volume for 1907 and for each year thereafter, caption "Greece."

Statesman's Yearbook for 1918. Pp. 979 (constitution and government); 982-984 (defense).

OTHER REFERENCES.

Ferriman: *Greece and the Greeks*. Ch. VIII, Public life, pp. 263-279.

Lefevre-Méaulle: *La Grèce Économique et Financière*. Ch. IX, Organization militaire; l'armée, la marine, pp. 218-225.

Martin: *Greece of the Twentieth Century*.

Ch. II, The royal family, etc., pp. 42-51.

Ch. III, The cabinet, etc., pp. 52-65.

Ch. IV, Government departments, etc., pp. 66-76 (important).

Ch. V, Diplomatic corps, pp. 77-86; the police, p. 111.

TURKEY: MAIN REFERENCES.

Britannica. XXVII, 426-428 (administration); 428-429 (defense).

New International. XXII, 570 (government); 571 (army); 572 (districts).

New International Yearbook. See the volume for 1907 and for each year thereafter, caption "Turkey."

Statesman's Yearbook for 1918. Pp. 1320-1321 (constitution and government); 1321-1322 (local government); 1325-1326 (justice); 1327-1331 (defense).

EGYPT: MAIN REFERENCES.

Britannica. I, 28-29 (constitution and administration); 37-38 (army).

New International. VII, 521-522 (government); 522-523 (justice).

New International Yearbook. See the volume for 1907 and for each year thereafter, caption "Egypt."

Statesman's Yearbook for 1918. Pp. 241-242 (government and constitution); 247 (justice); 249-250 (defense).

OTHER REFERENCES.

Cromer: *Modern Egypt*, Vol. II.

Ch. XXXIX, The machinery of government, pp. 260-270.

Ch. XL, The British officials, pp. 280-300.

Ch. XLI, The international administrations, pp. 301-315.

Ch. XLII, The judicial system, pp. 316-320.

Ch. XLIII, The workers, pp. 321-346.

Ch. LVIII, Justice, pp. 514-523.

Cunningham : To-day in Egypt.

Ch. V, Public security, pp. 71-91.

Ch. XI, Parties and politics, pp. 233-264.

Magnus; *Egypten. Die Staat*, pp. 58-81.

HISTORICAL SECTION.

Parts 16 to 21.

(Parts 16-17 are taken entirely from encyclopedic works, and are designed as a hasty summary of the history of the several countries. Parts 18-21 are a more extended treatment, and these lessons are given unity by making them center about the "Eastern Question." As this touches every region under consideration, a good historical résumé of the entire region will thus be obtained.)

(See supplemental reading list following part 21.)

Part 16.

ROUMANIA.

NOTE.—The real history of Roumania begins about 1300, with the rise of the principalities of Walachia and Moldavia. In the Roman period, this territory had been included in the Province of Dacia, and the Roumanians to-day claim descent in blood and in language from the Roman soldiers. For the purposes of this study, little emphasis should be laid on the Roman period or the later half-chaotic period. Indeed, the first date of importance, so far as this course is concerned, is that of the Treaty of Kutchuk Kainardji of 1774, by which the relations of the principalities and Turkey were outlined. The period, 1829-1866, that is, from the peace of Adrianople to the election of Prince Charles of Hohenzollern, when Roumania enjoyed autonomy under Turkish suzerainty, may be regarded as the period of the growth of national feeling. This period is important and should be reviewed hastily. Special emphasis, however, should be laid upon the period since 1866, and even more especially since the Treaty of Berlin in 1878.

ROUMANIA: MAIN REFERENCES.

Britannica. XXIII, 831-843, discussing—

1. The beginning of Roumanian nationality, p. 831.
2. Principality of Walachia, ca. 1300-1774 (treaty of Kutchuk Kainardji), pp. 831-834.
3. Principality of Moldavia, ca. 1300-1774, pp. 834-837.
4. The Danubian principalities, 1774-1859, pp. 837-838.
 - a. The Peace of Adrianople, 1829, p. 837.
 - b. The Treaty of Paris, 1856, p. 838.
 - c. European convention at Paris, 1858, decreeing union of principalities, p. 838.
5. United Roumania, 1859-1910, pp. 838-843.
 - a. Election of Prince Charles, 1866, p. 838.
 - b. Rebellion of 1870, p. 839.
 - c. Railway crisis, 1871, p. 839.
 - d. Catargue ministry, 1871-1875, p. 839.
 - e. Russo-Turkish War, 1877-1878, pp. 839-840.
 - f. Preliminaries of Peace at Adrianople, January 31, 1878, p. 840.
 - g. Treaty of San Stefano, March 3, 1878, p. 840.
 - h. Treaty of Berlin, June, 1878, p. 840.
 - i. Loss of Bessarabia, 1878, p. 840.
 - j. Acquisition of the Dobruja, 1878, p. 840.
 - k. The Semitic question, p. 840.
 - l. The kingdom established, May 1881, pp. 840-841.
 - m. Foreign relations, p. 841.
 - n. Revision of the constitution, 1883-1884, p. 841.
 - o. Political life and development, 1883-1899, pp. 841-842.
 - p. Financial crisis, 1899-1901, p. 842.
 - q. Financial reform, 1901-1905, p. 842.
 - r. Agrarian uprising, 1907, p. 842.
 - s. The Macedonian question, pp. 842-843.

New International, XX, 219-221, discussing—

1. Early history.
2. Loss of independence.
3. Rule of Greek Fanariots.
4. Rise of nationalist aspirations.
5. Peace of Adrianople.
6. Congress of Paris, 1856.
7. The Semitic question.
8. Occupation of the Dobruja.
9. Establishment of kingdom, 1881.
10. Agrarian revolt, 1907.
11. Balkan wars, 1912 and 1913.
12. Declaration of neutrality, 1914.
13. Favors allies, 1915.

BULGARIA.

NOTE.—The ancient Bulgarian Empire, established by an invading people who were gradually assimilated by the settled Slav population, gave way in turn to Byzantine, Serbian, and Turkish domination. The greatest impulse toward later nationalization came in 1878 with the Treaty of Berlin, by which autonomy under an elective prince was granted. Until October 5, 1908, when the independence of Bulgaria was declared, the principality enjoyed almost complete independence, Turkish suzerainty being almost in name only. Material and moral development during this period enabled the country to take a leading part in the first Balkan war (1912); but lack of harmony among the allied Balkan States resulted in the war of 1913, in which the other States, including Roumania and Turkey, opposed Bulgaria, the first named country, indeed, with its comparatively large and well equipped army, deciding Bulgaria's defeat and forcing a treaty (1913) in which certain lands (later incorporated in the Dobruja) were ceded to Roumania and Turkish Macedonian concessions to Bulgaria restricted. The results of this war were one of the factors that decided Bulgaria to enter the Great War on the side of the Central Powers.

For the purposes of the present study, comparatively slight emphasis should be laid on the period antedating the Treaty of Berlin. The ambitions of Bulgaria aroused by the Treaty of San Stefano (1878) were damped by the Treaty of Berlin, but Bulgaria started on its autonomous life with vigor. The almost general approval won up to the Balkan wars has been largely lost through Bulgaria's recent ruthless course, and the commercial life of the country will perhaps be uncertain for some years; although there will in time probably be a favorable reaction, for the Bulgarians have often been called the most industrious people of the Balkan Peninsula.

BULGARIA: REFERENCES.

Britannica, IV, 779-784, discussing—

1. The Bulgar Invasion, 679, p. 779.
2. Early Bulgarian dynasties, 791-893, pp. 779-780.
3. First Empire, 893-1018, p. 780.
4. Under Byzantium, 1018-1186, p. 780.
5. Second Empire, 1186-1330, p. 780.
6. Serbian hegemony, 1331-1355, p. 780.
7. Turkish conquest, 1340-1396, p. 780.
8. Turkish rule, 1396-1878, pp. 780-781.
9. Beginnings of national revival, p. 781.
10. Revolt of 1876, pp. 781-782.
11. Treaties of San Stefano and Berlin, 1878, p. 782.
12. Autonomous régime, 1878-1908, pp. 782-784.
13. War with Serbia, 1885, p. 783. (See also caption "Servo-Bulgarian War," Vol. XXIV, pp. 699-700.)
14. Declaration of independence, October 5, 1908, p. 784.

New International, IV, 139-141, discussing—

1. From the Bulgar invasion to the revolt against Turkey, 1876.
2. Period of autonomy, 1878-1908.
3. Serbo-Bulgarian War, 1885 (see above under No. 13).
4. Declaration of Independence, October 5, 1908.
5. First and second Balkan wars, 1912 and 1913.
6. Treaty of London, May 30, 1913.
7. Treaty of Bucharest, August 10, 1913.
8. Treaty of Constantinople, September 29, 1913.

SERBIA.

NOTE.—Conspicuous in the history of the Serbians has been their long struggle for independence. The evidences of a strong and growing national life furnished by part of the period of the old Serbian Empire (1169–1371) were destroyed by the Turks at the Battle of Kossovo (June 15, 1389). Actual Turkish occupation lasted from 1459 to 1804. Autonomy was granted by the Peace of Adrianople in 1829, the autonomous government lasting until 1879, complete independence having been granted by the Treaty of Berlin in 1878. National life has not been easy, for Serbia has lain in the path of ambitious neighbors, and has not always been wise in its actions. The war with Bulgaria (1885), in which defeat was suffered, the internal conditions, and lastly the Great War have prevented that continuous growth necessary for a healthy nationality. The first Balkan war enlarged Serbia's territory at the expense of Turkey, while the greatest result of the second Balkan war was the strengthening of Bulgaria's hostility. Serbian participation in the Great War on the side of the Entente Allies opened Serbia to disastrous invasion by the Central Powers, from which recovery will be slow and painful.

Special emphasis should be laid on the history since the Treaty of Berlin, one of the most notable features of this period being the gradual drawing together of the Serbs of Serbia and other regions. New opportunities for the country appear to be offered by the formation of the Jugo-Slav State, and the Serbian people appear to be entering upon a new era which in time should be very important economically.

SERBIA: REFERENCES.

Britannica. XXIV, 690–695, discussing—

1. Early history, ending 1169, pp. 690–691.
2. The Nemanjich dynasty and the Serb Empire, 1169–1371, pp. 691–692.
3. The Turkish invasion: Battle of Kossovo, 1371–1389, p. 692.
4. The Despotate, 1389–1459, p. 692.
5. Turkish occupation, 1459–1804, p. 692.
6. The struggle for Serbian independence, January, 1804, Treaty of Adrianople, 1829, p. 692.
7. Period of autonomy, 1830–1879, pp. 692–693.
8. The Treaty of Berlin, 1878, p. 693.
9. The Progressive régime, 1879–1889, p. 693.
10. War with Bulgaria, 1885, p. 693 (see also caption "Servo-Bulgarian War," Vol. XXIV, pp. 699–700).
11. The regency, 1889–1893, and reign of Alexander, 1893–1903, pp. 693–694.
12. King Peter's reign, pp. 694–695.
13. Bosnian crisis, 1908, p. 695.

New International. XX, 731–733, discussing—

1. Advent of Serbs, 637, and their early history.
2. Events up to the Battle of Kossovo, 1389.
3. Turkish conquest.
4. Struggle for independence, 1804–1830.
5. Autonomy, 1830–1879.
6. Treaty of Berlin, 1878.
7. Establishment of kingdom, 1882.
8. Balkan wars, 1912 and 1913.
9. Opening of European War, 1914.

New International Yearbook. See volume for 1907 and for each year thereafter, caption "Serbia."

AUSTRIA-HUNGARIAN PROVINCES.

NOTE.—Each of these three regions, with as curiously checkered a history as other countries considered in this course, fell in turn under the control of Hungary, Turkey, and Austria-Hungary. The history should be accentuated since the Treaty of Berlin (1878). They are of special interest in this study as forming part of the new Jugo-Slav State, which, if it is conserved, promises to be a rich field commercially. By its annexation of Bosnia and Herzegovina, in 1908, Austria-Hungary violated the terms of the Treaty of Berlin by which administration under Turkish suzerainty only had been granted to Austria-Hungary.

CROATIA-SLAVONIA: REFERENCES.

Britannica. VII, 474-476, discussing—

1. Extension of Croatia and Slavonia in the Middle Ages, p. 474.
2. Invasion of Croats, ca. 634, and territory occupied by them, p. 474.
3. The Croatian Kingdom, ca. 910-1091, p. 474.
4. Hungarian supremacy, 1091-ca. 1526, pp. 474-475.
5. Turkish occupation, 1526-1718, p. 475.
6. Austrian and French supremacy, 1718-1814, p. 475.
7. National revival, pp. 475-476.
 - a. Constitution of February, p. 475.
 - b. Annexed to Hungary; representation in Diet, p. 476.
 - c. Separatist riots, p. 476.
 - d. Union of Serbo-Croats sought, p. 476.

New International. VI, 280-281, discussing—

1. Roman Province.
2. Early independence of Croatia.
3. Hungarian conquest, eleventh century.
4. Joins revolution of 1848.
5. Nationalist aspirations.

New International Yearbook. See volume for 1907 and for each year thereafter, caption "Austria-Hungary."

BOSNIA AND HERZEGOVINA: REFERENCES.

Britannica. IV, 282-285, discussing—

1. A Roman Province, p. 282.
2. Formation of the Banate, p. 282.
3. Early religious controversies, pp. 282-283.
4. Hungarian supremacy, 1250-1322, p. 283.
5. Stephen Kotromanić, last of Bosnian bans, 1322-1353, p. 283.
6. Rise and decline of Bosnian Kingdom, 1353-1444, p. 283.
7. Turkish conquest, ending 1528, p. 283.
8. Bosnia under Turkish rule, 1328-1800, pp. 283-284.
9. External history, 1528-1821, p. 284.
10. Moslem rebellions, and Ali Pasha Rizvanbegović in Herzegovina, 1821-1851, pp. 284-285.
11. Condition of serfdom, p. 285.
12. Christian rising, 1878-1908, p. 285.
13. Austrian annexation, 1908, p. 285.

New International. III (Bosnia), p. 656. Short résumé only of the history.

XI (Herzegovina), p. 237. Short résumé only of the history.

New International Yearbook. See volume for 1907 and each volume thereafter, captions "Bosnia" and "Herzegovina."

DALMATIA: REFERENCES.

Britannica. VII, 774-776, discussing—

1. Under Roman and Byzantine rule, to 1102, p. 774.
2. Rivalry of Hungary and Venice in Dalmatia, 1102-1420, p. 775.
3. Venetian and Turkish rule, 1420-1797, p. 775.
4. After 1797, pp. 775-776.

New International. VI, 447. Short résumé only of history.

New International Yearbook. See volume for 1907 and for each year thereafter, caption "Austria-Hungary."

MONTENEGRO.

NOTE.—The Montenegro Principality has the unique distinction of never having been conquered by the Turks. Its inhabitants, living amid the fastnesses of their mountains, have for centuries been bred from childhood to the use of arms and have always been quick to use them in their own defense and that of their ally, Serbia. They were eager participants in the Balkan wars of 1912 and 1913 and were able to enlarge their territory somewhat at the expense of Turkey, although the final resumption of peace deprived them of a portion of the territory that they considered won by the sword. Upon the outbreak of the Great War, they entered the field at the side of Serbia, but their country was overrun and devastated by the troops of the Central Powers. A long period of recon-

struction will be necessary before Montenegro can approach even the rather niggardly existence of former days. As a member of the new Jugo-Slav State, it may have a larger future before it. For the purpose of this study, the history since the treaties of San Stefano and Berlin is of the most importance.

MONTENEGRO: REFERENCES.

Britannica. XVIII, 771-773, discussing—

1. Early history to Battle of Kossovo, 1389, pp. 771-772.
2. Struggle with Turks, p. 772.
3. Elective Vladikas, 1576-1696, p. 772.
4. Rulers, 1696-1858, p. 772.
5. Prince Nicholas, p. 772.
6. Treaties of San Stefano and Berlin, 1878, pp. 772-773.
7. Montenegro declared a kingdom, 1910, p. 773.

New International. XVI, 194-195, discussing—

1. Early relations with Venice.
2. Under Russian protection.
3. Struggle against Turk.
4. Separation of religious and secular functions of government.
5. Constitution promulgated, 1905.
6. Takes part in Balkan wars of 1912 and 1913.
7. Ally of Serbia in Great War.

ALBANIA.

NOTE.—The people of this small region, although nominally under Turkish control until the end of the second Balkan war, have never been amenable to authority, and Turkish control was scarcely evident. The Albanians, the oldest people of southeastern Europe, and partly Christians and part Moslems, have lived at perpetual feud with the Montenegrins and border frays have been constant. They have been a valuable source of soldiers for Turkey, and have given many good officers to the Turkish Army. But they have apparently not yet been able to maintain a stable government, because of their unwillingness to submit to any amount of restraint and self-control. Albania is chiefly of interest in this course, historically and politically considered, because of its creation as an autonomous State after the second Balkan war (1913), under an international council composed of delegates appointed by six European nations. It will have a new interest when its status is established under the treaty closing the World War. Its economic development is still in its infancy.

ALBANIA: REFERENCES.

Britannica. I, 486-487, discussing—

1. Medieval history, p. 486.
2. Period of native rule, 1358-1478, p. 486.
3. Period of Turkish rule since 1478, p. 486-487.

New International. I, 324. Short résumé of the history of Albania, noting especially the creation of the region as a principality under an international commission of control, 1913.

Lesson 15.

GREECE.

NOTE.—The first great event in modern Grecian history, so far as this course is concerned, was the Greek War for Independence (1821-1829), which assumed somewhat of an international character. The Peace of Adrianople (1829) and the declaration of the independence of Greece made in the London Convention (May 7, 1832), were a great stimulus for the awakening feelings of nationality in the Balkan Peninsula. The loss of Greece constituted the first great modern slicing of Turkey's empire in Europe. Special emphasis should be laid on the history of Greece since the Treaty of Berlin (1878), considerable attention being paid to events during the Great War.

GREECE: REFERENCES.

Britannica. XII, pp. 463-469.

Post classical period, 146 B. C. to 1800 A. D., pp. 463-465, the chief parts of which are as follows—

1. The Byzantine period, pp. 463-464.
2. The Latin occupation and Turkish conquest, 1204-1460, p. 464.
3. Under Turkish control, pp. 464-465.

Britannica—Continued.

Modern history, 1800–1898, pp. 465–469—

1. Decadence of Turkey, p. 465.
2. Russian influence, p. 466.
3. Greek revolutionary activity, p. 466.
4. Various diplomatic acts, p. 466.
 - a. Protocol of London, March 22, 1829.
 - b. Treaty of Adrianople, September 14, 1829.
 - c. Protocol of September 3, 1830, regulating boundary.
 - d. Convention of London, May 7, 1832, declaring Greece an independent State.
5. King Otto's reign, 1832–1862, p. 466.
6. George I and foreign relations, 1863–1877, p. 467.
7. Russo-Turkish War, 1877, p. 467.
8. Treaties of San Stefano and Berlin, 1878, p. 467.
9. New frontier, 1881, p. 467.
10. Ministries of Trikoupes and Delyannes, 1882–1896, pp. 467–468.
11. Nationalist aspiration, 1896, p. 468.
12. Cretan crisis, 1897, p. 468.
13. War with Turkey and Grecian defeat, 1897, pp. 468–469. (See also caption, "Greco-Turkish War," vol. XII, pp. 424–425.)
14. Macedonian question, p. 469.
15. Cretan question, 1908, p. 469. (See also Vol. VII, caption "Crete," pp. 426–430.)

New International. X, 297–300, discussing—

1. The war for independence, 1821–1829, pp. 297–298.
2. Recent history, pp. 298–300.
 - a. Cession of Crete, 1913, p. 299. (See also Vol. VI, caption, "Crete," pp. 253–254.)
 - b. Balkan wars, 1912 and 1913, p. 299.

New International Yearbook. See the volume for 1907 and for each year thereafter, captions, "Greece" and "Crete."

TURKEY.

NOTE.—Much of the history of the rest of the Balkans is bound up with that of Turkey in Europe. The study of the history of Turkey, therefore, will serve in a measure as a review of the other countries and as an extension of knowledge. Beyond the prime fact of the extent of the Turkish Empire in Europe, we are interested here in the history of Turkey especially since the beginning of the Greek War of Independence (1821). Thence the Turkish loss of territory was continuous until the second Balkan war (1913), when the tottering Empire was deprived of almost all its remaining European possessions. These successive losses have given rise to new economic possibilities in agriculture, mining, and industry. Development of much of the region has just begun, but with a period of quiet, definite boundaries, and faith in the future, the next few decades should see an immense industrial and commercial development in lands once Turkish.

In Asia, Turkey still holds lands of great value that need development of all kinds, and with the new era on which that part of the world appears to be entering, considerable interest should center in Turkey in Asia. The history of this region need be accentuated but slightly, but the student will be repaid by reading extensively on the history of the Turkish Empire in Asia, as this will give him an excellent background for economic study and for work in Turkish lands.

TURKEY: REFERENCES.

Britannica. XXVII, 442–465, discussing—

1. From the appearance of the Turks to 1451 (the beginning of the modern Eastern Question), pp. 442–445.
2. Mohammed II (The Conqueror), 1451–1481 (capture of Constantinople, 1453), pp. 445–446.
3. From death of Mohammed II (1481) to Treaty of Kutchuk Kainardji (1774), pp. 446–454.
4. The Crimea lost to Russia, 1784 (the beginning of the "paring" process), p. 454.
5. War with France, 1798, p. 454.
6. Serbian rising, pp. 454–455.

Britannica—Continued.

7. Treaty of Bucharest, May 28, 1812, p. 455.
 8. Congress of Vienna, p. 456.
 9. Greek revolt, 1821-1829, pp. 456-458.
 10. Turkish reforms, pp. 458-459.
 11. Events leading to the Russo-Turkish war, and the war (1877), pp. 460-462.
 12. Congress of Berlin, 1878, p. 462.
 13. German activity in Turkey, p. 462.
 14. Cretan question, pp. 462-463.
 15. Greek War, 1897, p. 463.
 16. Revolts in Arabia, p. 463.
 17. Macedonian question, p. 463.
 18. The Young Turks, pp. 463-464.
 19. Revolution of 1908, p. 464.
 20. Bosnia and Bulgaria, p. 464.
 21. Reaction in the Provinces, p. 464.
 22. Constantinople counter-revolution, p. 464.
 23. New régime, pp. 464-465.
 24. Crete, Greece, and Roumania, p. 465.
- New International. XXII, 572-577, discussing—
1. Early history, ending with the Treaty of Kutchuk Kainardji (1774), pp. 572-574.
 2. From the Treaty of Kutchuk Kainardji to the Peace of Adrianople (1829), pp. 574-575.
 3. From the Treaty of Adrianople to the Treaty of Berlin (1878), p. 575.
 4. From the Treaty of Berlin to the Young Turks' movement (1908), pp. 575-576.
 5. Turco-Italian War (1911), p. 576.
 6. Balkan wars of 1912 and 1913, p. 576-577.
 7. Turkey joins the Central Powers, 1914, p. 577.

New International Yearbook. See the volume for 1907 and for each year thereafter, caption "Turkey."

EGYPT.

NOTE.—Egypt, already old when Rome began, has passed through many vicissitudes. A prey in turn to Persian, Greek, Roman, and Turk, the country has seen many epochs of grandeur and squalor. In the first half of the nineteenth century, largely through the energy of Mehemet Ali, an Albanian, an era of economic prosperity dawned, among other things the cotton industry getting its start. After his death in 1849, events led to French and English intervention and finally to virtual occupation by the British in 1882, although the country still remained under Turkish suzerainty. Under British direction, the country prospered in many directions. In 1914, after the entrance of Turkey into the Great War on the side of the Central Powers, Egypt was declared free of Turkish sovereignty and British occupation became supreme. The history of Egypt since 1882 should be emphasized.

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Britannica. IX, 90-130, discussing—

1. The Mohammedan period, 639-1820, pp. 90-110.
2. Modern history, 1811-1849, pp. 110-120.
 - a. Rule of Mehemet Ali, 1811-1849, pp. 110-113.
 - b. From the death of Mehemet Ali to the British occupation, 1849-1882, pp. 113-114.
 - c. Egypt occupied by the British, 1882-1910, pp. 114-120.
3. Military operations of 1882-1885, pp. 120-125.
4. Military operations in Egypt and the Sudan, 1885-1896, pp. 125-127.
5. Sudan operations, 1896-1900, pp. 127-130.

New International. VII, pp. 538-540, discussing—

1. Egypt after the fall of Rome, short résumé. See especially pp. 539-540, treating of the British régime.

THE EASTERN QUESTION (Parts 18-21).

Part 18.

REFERENCES.

Eversley: The Turkish Empire, Its Growth and Decay.

- Ch. I, Othman, 1288-1326, pp. 13-19.
- Ch. II, Orchan, 1326-1359, pp. 20-30.
- Ch. III, Murad I, 1359-1389, pp. 31-43.
- Ch. IV, Bayezid I, 1389-1403, pp. 44-58.
- Ch. V, Mahomet I, 1413-1421, pp. 59-63.
- Ch. VI, Murad II, 1421-1451, pp. 64-72.
- Ch. VII, Mahomet II, the Conqueror, 1451-1481, pp. 73-97.
- Ch. VIII, Bayezid II, 1481-1512, pp. 98-102.
- Ch. IX, Selim I, 1512-1520, pp. 103-114.
- Ch. X, Solyman the Magnificent, 1520-1566, pp. 114-135.
- Ch. XI, Grand-Vizier Sokolli, 1555-1578, pp. 136-147.
- Ch. XII, The rule of Sultanas, 1578-1656, pp. 151-167.
- Ch. XIII, The Kuprilli viziers, 1656-1702, pp. 168-190.
- Ch. XIV, To the Treaty of Passarowitch, 1702-1716, pp. 191-202.
- Ch. XV, To the Treaty of Belgrade, 1718-1739, pp. 203-210.
- Ch. XVI, To the Treaty of Kainardji, 1739-1774, pp. 211-222.
- Ch. XVII, To the Treaty of Jassy, 1774-1792, pp. 223-237.

Marrriott: The Eastern Question.

- Ch. I, Introductory; the Problem of the Near East, pp. 1-17.
- Ch. II, Physics and politics, pp. 18-35.
- Ch. III, The advent of the Ottomans; conquests in Europe, pp. 37-65.
- Ch. IV, The Ottoman Empire, its zenith, 1453-1566. Suleiman the Magnificent, pp. 66-94.
- Ch. V, The decadence of the Ottoman Empire, 1566-1699; contest with Venice and the Hapsburgs, pp. 95-115.
- Ch. VI, The Eastern Question in the eighteenth century, pp. 116-147.

Williams: The Historians' History of the World. XXIV, Book III, The history of the Turkish Empire.

- Ch. II, The period of aggrandizement, 1200-1520, pp. 310-339.
- Ch. III, Meridian and beginning of decline, 1520-1656, pp. 350-382.
- Ch. IV, Revival followed by rapid decline, 1656-1807, pp. 383-424.

Part 19.

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- Ch. XVIII, The Treaty of Bucharest, 1792-1812, pp. 238-254.
- Ch. XIX, Mahmoud II, 1808-1839, pp. 255-286.
- Ch. XX, The rule of Elchis, 1839-1876, pp. 287-315.

Marrriott: The Eastern Question.

- Ch. VII, Napoleon and the Near Eastern problem, pp. 148-172.
- Sec. 1, West and East, 1797-1807, pp. 148-159.
- Sec. 2, The Ottoman Empire and the resurrection of Serbia, pp. 159-172.
- Ch. VIII, The struggle for Hellenic independence, pp. 173-200.
- Ch. IX, The powers and the Eastern question, 1830-1841, Mehemet Ali of Egypt, pp. 201-221.
- Ch. X, The Crimean War, pp. 221-251.

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- Ch. II, Napoleon in the Near East, 1801-1815, pp. 31-45.
- Ch. III, The Servian risings, 1804-1817, pp. 46-57.
- Ch. IV, The preface of Greek independence, 1815-1821, pp. 58-70.
- Ch. V, The war of Greek independence, 1821-1829, pp. 71-105.
- Ch. VI, The creation of the Greek kingdom, 1829-1833, pp. 106-124.
- Ch. VII, The Balkan and Syrian difficulties of Turkey, 1822-1845, pp. 125-145.
- Ch. VIII, Greece under Bavarian autocracy, pp. 156-173.
- Ch. IX, Greek and Ionian Constitutions, 1843-1853, pp. 174-198.
- Ch. X, The Crimean War, 1853-1856, pp. 199-242.

Sloane: *The Balkans*. Ch. I, *Turkey and European politics*, pp. 3-19.
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 Ch. XXII, The Young Turks, 1908-1914, pp. 352-368.
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 Ch. XI, The making of Roumania, pp. 253-273.
 Ch. XII, The Balkan insurrections, pp. 274-306.
 Ch. XIII, The Balkan States; The making of Bulgaria; Modern Greece, 1832-1898; The Cretan problem, pp. 307-340.
 Ch. XIV, A new factor in the problem: German policy in the Near East, 1888-1908, pp. 341-360.
 Ch. XV, The Macedonian problem; Habsburg policy in the Balkans; The Young Turk revolution, pp. 361-385.
 Ch. XVI, The Balkan League, and the Balkan wars, pp. 386-427.
 Epilogue, 1914-1916 (Questions of the Great War), pp. 428-444.
 Miller: *The Ottoman Empire*.
 Ch. XI, The union of the Danubian principalities, 1856-1862, pp. 243-270.
 Ch. XII, The cession of the Ionian Islands, 1862-1864, pp. 270-297.
 Ch. XIII, Reforms and their results; The Lebanon and Crete, 1856-1869, pp. 298-318.
 Ch. XIV, The Roumanian and Servian questions, 1862-1875, pp. 319-338.
 Ch. XV, The Bulgarian Exarchate, 1870-1875, pp. 338-357.
 Ch. XVI, The Balkan crisis of 1875-1878, pp. 358-398.
 Ch. XVII, The union of the two Bulgarias, 1878-1887, pp. 399-426.
 Ch. XVIII, Armenia, Crete, and Macedonia, 1887-1908, pp. 427-473.
 Ch. XIX, The Turkish revolution, 1908-1912, pp. 474-497.
 Epilogue, The Balkan League (October, 1912-March, 1913), pp. 498-504.
 Sloane: *The Balkans*.
 Ch. II, Turkish rule under Abdul Hamid, pp. 23-51.
 Ch. III, The Balkan peoples, pp. 55-80.
 Chs. IV-V, The Balkan nations, pp. 83-144.
 Ch. VI, The revolution of 1908 and its consequences, pp. 147-180.
 Ch. VIII, National characteristics in the latest war (1913), pp. 207-238.
 Ch. IX, The six powers and the Balkan wars, pp. 241-270.
 Ch. X, Hopes and fears, pp. 273-292.

Part 21.

HISTORY OF EGYPT: REFERENCES.

- Weigal: *A History of Events in Egypt from 1798 to 1914*.
 Ch. II, Mohammed Ali, pp. 44-78.
 Ch. III, Ismail Pasha, pp. 79-120.
 Ch. IV, Ahmad Pasha Arifi, pp. 121-164.
 Ch. V, Lord Cromer, pp. 167-205.
 Ch. VI, Sir Eldon Gorst, pp. 206-236.
 Ch. VII, Lord Kitchener, pp. 237-266.
 Ch. VIII, The protectorate, pp. 267-307.
 Williams: *The Historians' History of the World*. XXIV, Book IV, Ch. I, *The history of mediæval and modern Egypt*, pp. 443-466.

HISTORICAL SUPPLEMENTARY READINGS.

The following list of historical readings is offered in the hope that students will be able to find sufficient material to acquire a good knowledge of the history of the countries of the Near East. In the absence of any regular textbook, existing material, such as it is, must be utilized. It is almost impossible for a

class to obtain any except the most modern books in sufficient number to meet the demands of all. Consequently, the most recent titles have been selected for inclusion in this list, in accordance with the plan followed in the lessons outlined. In case the class find it impossible to obtain the books used in the outline of lessons 16-21, by making free use of this list enough material may be found to cover the history as outlined.

THE FIELD IN GENERAL.

(Although the following references relate in great part to the Turkish Empire, it is the Empire of former days, so that they cover much of the area studied in these lessons.)

Aulneau : La Turquie et la Guerre.

- Ch. I, Les Turcs en Europe, pp. 11-25.
- Ch. IV, Germains et Slaves en Orient, pp. 61-93.
- Ch. VIII, L'Empire ottoman pouvait-il se rénover? pp. 154-172.
- Ch. IX, L'échec des réformes, pp. 173-242.
- Ch. X, La Guerre Balkanique, pp. 243-269.
- Ch. XI, La Question d'Orient et la guerre européenne, pp. 270-298.
- Ch. XII, La Turquie en guerre avec la Triple Entente, pp. 299-320.
- Conclusion, pp. 321-336.

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Bartlett, Sir Ellis Ashmead. The war between Greece and Turkey, 1897. In Horne, etc., XIX, 208-226.

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- Book IV, Ch. II. Russia and the East, pp. 206-295.
- Ch. III, The Congress of Berlin, pp. 296-306.

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- Vol. XII, Sec. XV. Eastern Question and Russo-Turkish war of 1877-78 (A. D. 1875-1879), pp. 3725-3774.
- Sec. XXVI. Turkey, Roumania, Servia, Bulgaria, Greece (A. D. 1880-1903), pp. 3906-3914.
- Sec. XXVII. Turkey and the Armenian massacres (A. D. 1894-1896), pp. 3914-3918.
- Sec. XXVIII. Graeco-Turkish War (A. D. 1897), pp. 3918-3922.

Duggan, Stephen P., and Trapmann, Capt. A. H.:

- The Berlin Congress, A. D. 1878. In Horne and Rudd: Great Events by Famous Historians, XIX, 33-49.

The Second Balkan War: Greece and Servia crush the ambitions of Bulgaria. In Horne and Rudd, XXI, 350-373.

Ellis, William T.: The Turkish-Italian War, A. D. 1911. In Horne, etc., ut supra, XXI, 140-155.

Fox : The Balkan Peninsula, *passim*.

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- Ch. VII, Italia irredenta, pp. 119-130.
- Ch. VIII, The Danube and the Dardanelles, pp. 131-141.
- Ch. IX, Austria-Hungary and her south Slavs, pp. 142-160.
- Ch. X, Racial rivalries in Macedonia, pp. 161-179.
- Ch. XI, The Young Turk régime in the Ottoman Empire, pp. 180-219.
- Ch. XII, Crete and European diplomacy, pp. 220-240.
- Ch. XIII, The war between Italy and Turkey, pp. 241-262.
- Ch. XIV, The war between the Balkan States and Turkey, pp. 263-318.
- Ch. XV, The rupture between the Allies, pp. 319-329.
- Ch. XVI, The war between the Balkan Allies, pp. 330-342.
- Ch. XVII, The Treaty of Bukarest, pp. 343-350.
- Ch. XVIII, The Albanian fiasco, pp. 351-367.
- Ch. XIX, The Austro-Hungarian ultimatum to Servia, pp. 368-385.

Hazen : Europe since 1815. Ch. XXVIII, The disruption of the Ottoman Empire and the rise of the Balkan States, pp. 601-644.

Holt and Chilton : The History of Europe from 1862-1914.

- Part II, Ch. I, The Russo-Turkish war, pp. 187-206.
- Ch. II, The Congress of Berlin and the Triple Alliance, pp. 207-223.
- In Ch. III, European development, 1880-1890, see pp. 246-254 (The Near East).
- Ch. VII, The crisis of 1908, pp. 438-455—A. The Near Eastern situation; B. The Turkish revolution.

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- Part IV, Ch. I, The Near Eastern problem, 1911–1913, pp. 477–503.—A. The Turco-Italian war; B. The first Balkan war; C. The second Balkan war, 1913.
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 Ch. I, Wallachia, Moldavia, Servia, and Montenegro up to the Treaty of Paris, 1856, pp. 10–55.
 Ch. II, The Balkan Provinces under the protection of the European concert, pp. 56–102.
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 Robinson: The Development of Modern Europe. Vol. II, Ch. XXIX, Turkey and the Eastern Question, pp. 307–317 (see especially secs. 97–100).
 Ridpath: History of the World. Vol. VIII, Ch. CXLIX, Crimean War, pp. 705–714; Ch. CLI, Sick man of the East, pp. 724–740.
 Rose: The Development of the European Nations, 1870–1914.
 Vol. I, Ch. VII, The Eastern Question, pp. 184–224; Ch. VIII, The Russo-Turkish war, pp. 225–263; Ch. IX, The Balkan settlement, pp. 264–298.
 Vol. II, Ch. XI, Teuton versus Slav, pp. 351–375; Ch. XII, The crisis of 1914, pp. 376–395.
 Schurman: The Balkan Wars, 1912–1913. Read entire.
 Sears: An Outline of Political Growth in the Nineteenth Century. Part II, Ch. II, The Balkan States, pp. 154–179.
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 Ch. XX, The Ottoman Empire, pp. 616–636.
 Ch. XXI, The Christian nations of the Balkans, pp. 638–669 (including Roumania, Greece, Servia and Montenegro, and Bulgaria).
 Whitcomb, Merrick: A History of Modern Europe. Ch. XV, Russia and the Eastern Question, pp. 250–274 (after 1844).
 Wirth, Albrecht: Der Balkan, seine Länder und Völker in Geschichte, Kultur, Politik, Volkswirtschaft und Weltverkehr. Stuttgart, etc., Union Deutsche Verlagsgesellschaft, 1914, passim.

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 Buxton and Buxton: The War and the Balkans. Ch. VI, Roumania, pp. 51–57.
 Mitrany: Roumania, Her History and Politics. Read this short pamphlet (39 pp.) entire. It comprises a brief statement consisting of Introduction, Formation of the Roumanian nation; Foundation and development of the Roumanian principalities; The Iphanariote rule; Contemporary period; Domestic and foreign policy since 1866; Roumania's present attitude (1914); The past, present, and future of Roumania.
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 Guérin Songeon: Histoire de la Bulgarie depuis les Origines Jusqu'à nos Jours, 485–1913.
 Book VIII, Ch. I, Le régime turc et le régime Phanariote, pp. 303–313; Ch. II, Le réveille, pp. 314–331; Ch. III, La guerre Russo-Turque (1877–78), pp. 332–347.
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- Ch. III, Under the Turkish yoke, pp. 26-37.
- Ch. IV, Liberation of Bulgaria, pp. 38-49.
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- Ch. VI, Bulgaria under King Ferdinand, pp. 60-72.
- Ch. VII, Stamboloff vs. Russian intrigues, pp. 73-86.
- Ch. VIII, The Balkan League, pp. 87-105.
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- Ch. X, The second Balkan war, pp. 116-134.
- Ch. XI, Alleged Bulgarian atrocities, pp. 135-161.
- Ch. XII, Greek atrocities in the Balkan wars, pp. 162-181.

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Rose: The European Nations, 1870-1914. Vol. I, Ch. X, The making of Bulgaria, pp. 229-343.

Sears: An Outline of Political Growth. Bulgaria, pp. 170-177.

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Taylor: The Future of the Southern Slavs.

- Ch. VI, Macedonia; The Serbo-Bulgarian treaty of 1912, pp. 200-221.
- Ch. VII, The settlement with Bulgaria, pp. 221-248.

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- Sec. 2, First wars of liberation, pp. 638-643.
- Sec. 3, Interior organization of newly freed Servia, pp. 643-646.
- Sec. 4, War from 1809 to 1813, pp. 646-663.
- Sec. 5, The Turks again masters of Servia during one year, pp. 663-666.
- Sec. 6, Final successful rising; Servia free, pp. 666-678.
- Sec. 7, Servian people from 1830-1859; Servia and Montenegro as principalities, pp. 678-692.
- Sec. 8, Young Servian movement for unification, pp. 692-699.
- Sec. 9, Servia and Montenegro sovereign States; Serbo-Montenegrin-Turkish war, 1876-1878, pp. 699-707.
- Sec. 10, Servian people from 1878 to the present day; Servian Kingdom, pp. 707-724.

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Sears: An Outline of Political Growth. Servia, pp. 157-161.

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Stead: Servia by the Servians.

- Ch. II, Historical survey, pp. 5-37. Written by Dr. M. Gavrilovitch, director of the National Archives, Belgrade.

- Ch. XXIV, Recent history, pp. 354-366. Written by Dr. Gavrilovitch.

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- Ch. II, A sketch of Serb history, pp. 28-79.

- Ch. III, The renascence of Serbia, pp. 80-104.

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Taylor: The Future of the Southern Slavs. Ch. IV, The problem of the Adriatic, pp. 105-168.

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Devine : Montenegro, in *History, Politics, and War*.

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Ch. VI, After the fall of Montenegro, pp. 84-105.

Ch. VII, The present situation, pp. 106-132.

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Part I, Ch. I, Introductory, pp. 9-12; Ch. II, Origin and development of the Servian people, pp. 13-76.

Part II, Ch. I, Early history, pp. 77-103; Ch. II, Montenegro under the government of elective vladikas, pp. 104-127; Ch. III, The office of vladika, pp. 128-140.

Part III, Ch. I, Growth of the power of Russia, pp. 141-161; Ch. II, Peter I; Assassination of Danvillo, pp. 162-188; Ch. III, Accession of Nikita (Nicholas) and conclusion, pp. 189-208; Supplementary chapter bringing the history down to November, 1912, pp. 209-214.

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Chekrez : Albania, Past and Present.

Ch. II, Ancient Albania, pp. 10-18.

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Ch. IV, The rule of the Capriotas, pp. 26-35.

Ch. V, Under Turkish domination, pp. 36-49.

Ch. VI, After the fall of Montenegro, pp. 50-60.

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Ch. VIII, The proclamation of independence, pp. 71-85.

Ch. IX, The London Conference, pp. 86-104.

Ch. X, The New State, pp. 105-125.

Ch. XI, International interregnum, pp. 126-135.

Ch. XII, The reign of Prince William, pp. 136-154.

Ch. XIII, Albania in the Great War, pp. 155-163.

Williams : The Historians' History of the World. Vol. XXIV, Book II, pp. 211-214 in Ch. IV.

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Cassavetti : Hellas and the Balkan Wars.

Ch. I, In introductory; Causes of the war, pp. 1-12.

Ch. II, Eleutherios Venizélos, pp. 13-25.

Chs. III-V, Navy and naval campaign, pp. 26-58.

Chs. VII, VIII, X, The Macedonian campaign, pp. 74-98, 116-127.

Chs. XI-XII, The Epirus campaign, p. 128.

Ch. XVII, Greece and the Albanian question, pp. 224-241.

Ch. XXI, Great Britain and Hellas, pp. 294-308.

Chs. XXII-XXIV, The bursting of the Bulgarian bubble, pp. 309-351.

Miller : The Ottoman Empire. See above, pp. 140, 141, Chs. V, VI, VIII, IX, XI (pp. 261-269), XII, XVIII.

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TURKEY IN EUROPE.

See the references above in the section "The field in general."

TURKEY IN ASIA.

Hawley: Asia Minor. Ch. I, The physiography and history of Asia Minor, pp. 3-25.

Pears: Turkey and Its People.

Ch. XV, The capitulations and foreign communities, pp. 334-343.

Ch. XVI, Signs of improvement in Turkey, pp. 344-396.

Egypt.

Clare: Library of Universal History. Vol. XII, Sec. XIV, Turkey and her vassal State of Egypt, 1848-1898, pp. 3721-3725.

Cromer: Modern Egypt. Both volumes should be read. This is one of the standard books on modern Egypt.

Horne and Rudd: The Great Events by Famous Historians. Vol. XIX, England in Egypt, by James Franck Bright, pp. 86-103.

Milner: England in Egypt. Although not a comparatively recent book (1892), this is one of the best books available on Egypt and should be read entire by every student of the Near East.

Rose: The Development of the European Nations, 1870-1914. Vol. II, Ch. IV, Britain in Egypt, pp. 143-170; Ch. V, Gordon and the Sudan, pp. 171-198; Ch. VI, The conquest of the Sudan, pp. 199-227.

Parts 22 to 45.—BUSINESS SECTION.**PRIME SOURCES FOR STUDY.**

In general there are no better sources for a study of the business conditions of the Near East than the official statistics published by the several countries and the reports of consular officers of the United States and other countries stationed in the Near East. The latter reports (except perhaps those of the United States) are found in but few libraries, and the official statistics in fewer. Still the consular reports may be purchased from the various Governments at a low price, and, in case editions are not exhausted, can be readily obtained. In most cases, unfortunately, the Great War put a stop to the publication or receipt of both official statistics and consular reports (except those of the United States), so that there is little material available beyond 1914. The official statistical reports are valuable chiefly in the consideration of the foreign commerce of the various countries. The consular reports touch all sides of the several economic questions, and often furnish valuable material for the matters treated of in parts 1-13. Below is appended a list of the titles of the official statistical reports of the several countries of the Near East:

ROUMANIA.

Annual:

Commertul Exterior (in Roumanian and French).

Annuaire Statistique de la Roumanie (in Roumanian and French).

Quarterly: Buletinul Statistic.

Monthly: Moniteur du Commerce Roumain (in Roumanian and French).

BULGARIA.

Annual:

Statistique du Commerce du Royaume de Bulgarie avec les Pays Etrangers (in Bulgarian and French).

Annuaire Statistique du Royaume de Bulgarie (in Bulgarian and French).

Monthly: Bulletin Mensuel de la Direction Générale de la Statistique (in Bulgarian and French).

SERBIA.

Annual:

Statistique du Commerce Extérieur (in Serbian and French).

Annuaire Statistique (in Serbian and French).

THE FORMER AUSTRIA-HUNGARIAN PROVINCES.

Austria. **Annual:** Oesterreichisches Statistisches Handbuch.

Statistik des auswärtigen Handels.

Austria-Hungary. **Monthly:** Statistische Übersichten betreffend den auswärtigen Handel.

Hungary. **Annual:** Annuaire Statistique Hongrois.

GREECE.

Annual : Statistique du Commerce Special de la Grèce (in Greek and French).
 Quarterly : Bulletin Trimestriel du Commerce (in Greek and French).

TURKEY.

Annual : Statistique du Commerce Extérieur (in Turkish and French).

EGYPT.

Annual :
Commerce Extérieur de l'Égypte (French only).
Annuaire Statistique de l'Égypte (French; one volume only in English).
 Monthly : Bulletin Mensuel du Commerce Extérieur (French only).

Following is a list of the consular reports published by a few of the leading countries. These, or as many of them as possible, should be consulted by the student if practicable, for from them he will get a light on the situation obtainable in no other way except by actual experience.

REPORTS OF AUSTRIA-HUNGARY.

These are published in Berichte der Konsularämter, published annually in separate pamphlets at Vienna.

Roumania : Reports for the year 1908 for the districts of Crajova, Fokschan, Jassy, and Tultscha.

Bulgaria : Reports for the year 1908 for the districts of Sofia and Widdin.

Serbia : Reports for the year 1908 for the districts of Belgrade and Schabatz.

Montenegro : Reports have been published for the years 1912, 1913, and 1914 (2).

Greece : Reports for the year 1908 for the districts of Corfu and Patras.

Turkey in Europe : Many published each year. This is one of the best possible sources for the study of economic Turkey. Reports have been published annually for many of the districts. Among these are included (though not uniformly for each place each year) Adrianople, Constantinople, Durazzo, Janina, Mitrovitsa, Monastir, Prisren, Saloniki, Scutari, Uskub, and Valona. Most of these districts have now passed from Turkey's control.

Turkey in Asia : The Austrian reports are also one of the best sources for economic Turkey in Asia. Reports have been published for many districts, including Aleppo, Bagdad, Beirut, Brussa, Caifa, Damascus, Jaffa, Jerusalem, Smyrna, and Trebizzond, for some of these districts as late as 1915.

Egypt : Reports have been published, as a general rule, for the districts of Alexandria, Cairo, and Port Said.

The Wirtschaftliche Verhältnisse (Economic Conditions), published by the Government of Austria-Hungary, should also be consulted if possible. There are reports on Roumania for the years 1910 and 1911; on Bulgaria for the years 1909, 1910, 1911, 1916, and 1917 (pub. 1919), and perhaps for all years. Serbia is represented by reports for at least the years 1909 and 1910, and Greece for the years 1909, 1910, and 1911.

REPORTS OF BELGIUM.

These are published in Recueil Consulaire, which was published annually at Brussels. A few of the reports published are the following :

Roumania :

Vol. 147 (1910), pp. 407-426 (report for 1907).

Vol. 152 (1911), pp. 5-44 (report for 1908).

Vol. 154 (1911), pp. 223-294 (report for 1909-10).

Bulgaria : Vol. 156 (1912), pp. 31-72 (report for 1909-10).

Serbia :

Vol. 145 (1909), pp. 439-462 (report for 1908).

Vol. 151 (1910), pp. 449-490 (report for 1909).

Vol. 156 (1912), pp. 257-290 (report for 1910).

Greece :

Vol. 145 (1909), pp. 480-502 (report for 1908).

Vol. 149 (1910), pp. 409-434 (report for 1909).

Vol. 158 (1912), pp. 462-510 (report for 1910).

Vol. 163 (1913), pp. 448-457 (report for 1911-12).

Macedonia : Vol. 165 (1913), pp. 453-486 (report for 1912).

Turkey in Asia :

- Vol. 156 (1912), pp. 291-552 (report for 1910).
 Vol. 165 (1913), pp. 237-436 (report for 1911-12).

Egypt :

- Vol. 146 (1909), pp. 5-120 (report for 1908).
 Vol. 154 (1911), pp. 419-464 (report for 1909-10).
 Vol. 160 (1912), pp. 5-48 (report for 1911).
 Vol. 165 (1913), pp. 363-423 (report for 1912).

REPORTS OF FRANCE.

Published annually, at Paris, in *Rapports Commerciaux des Agents Diplomatiques et Consulaires de France*. Some of the reports published are as follows:

Roumania :

- No. 897. Trade of Constantza in 1909; economic development.
 No. 969. Economic conditions in 1910. Agriculture, industry, and commerce, 1911.
 No. 1077. Roumania; descriptive, industrial, financial, etc., by H. Lefevre-Méaulle, for 1914.

Bulgaria :

- No. 855. Economic conditions of consular district of Philippopolis for the year 1908-9. 1910.
 No. 856. Commercial and shipping movement of Bourgas in 1908. 1910.
 No. 939. Economic condition of the Kingdom of Bulgaria in 1909. 1911.

Austria-Hungary : No. 899. Commercial movements at Flume; French imports, 1909. 1910.

Greece :

- No. 932. Commercial, industrial, and maritime movements of Syra in 1909. 1911.
 No. 982. Economic conditions of Greece; commercial movements, 1905-1909; imports and exports. 1912.
 No. 1035. Thessaly, 1911.
 No. 1073. Syra in 1912.
 No. 1012. Syra in 1910.

Crete: No. 913. Imports and exports of Crete, 1909; agriculture, industry. 1910.

Turkey in Europe :

- No. 854. Commercial movements of Constantinople, March 14, 1907-March 13, 1908; advice to French exporters. 1910.
 No. 887. Commerce of Adrianople, 1909; advice to French exporters. 1910.
 No. 919. The Vilayet of Kossovo, considered industrially, agriculturally, and commercially, 1909. 1910.
 No. 927. Commercial movement of Saloniki, 1909. 1911.
 No. 1003. District of Kossovo; agriculture, industry, commerce, 1911.

Turkey in Asia :

- No. 868. Commercial and maritime movements at Smyrna, 1908; campaign of exportation. 1910.
 No. 905. Commerce of Alexandrette, 1909. 1910.
 No. 939. Commercial movement of the port of Beirut, 1910. 1911.
 No. 978. Trade and navigation of the island of Cyprus, 1908 and 1909. 1912.
 No. 996. Economic condition of the Province of Bagdad, 1910. 1912.
 No. 1055. Trebizond in 1910-11.

No. 1058. Economic situation of regions of Caiffa and Saint-Jean-d'Acre.

Egypt :

- No. 892. Commercial movement at Port Said, 1908. 1910.
 No. 928. Movement of trade and navigation of the Port of Suez, 1907-1909. 1911.
 No. 965. Economic conditions of Egypt; imports and exports. 1911.

REPORTS OF GERMANY.

Published annually, at Berlin, in *Berichte über Handel und Industrie zusammengestellt im Reichsamt des Innern*. Some of the reports are as follows:

Roumania :

- Vol. 17 (for 1911), pp. 157-169.

- Vol. 18, pp. 769-798.

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Bulgaria : Vol. 18, pp. 181-193 (the rose industry).

Bosnia : Vol. 12, pp. 120-124.

Crete : Vol. 17, pp. 681-709.

Turkey :

Vol. 12, pp. 617-764.

Vol. 13, pp. 226-232.

Vol. 17, pp. 2-17.

Vol. 18, pp. 53-132, 198-205, 255-346, 619-622.

Egypt : Vol. 17, pp. 779-800.

REPORTS OF ITALY.

Published annually at Rome in Bollettino del Ministero degli Afferi Esteri. Some of the reports published are as follows:

Roumania : Il credito popular in Romania (Public credit in Roumania), in vol. for 1912 (pub. 1913), pp. 721-740.

Bulgaria : Il commercio della Rumelia Orientale nel 1911 (The trade of East Rumelia in 1911 (pub. in 1912), pp. 175-245.

Austria-Hungarian Provinces :

La Bosnia-Erzegovina sotto l'aspetto storico, giuridico ed economico (Bosnia-Herzegovina treated historically, judicially, and economically), by Count Giuseppe Giacchi, consul general at Serajero. In vol. for 1910 (pub. 1911), pp. 389-587.

La Dalmatia, in vol. for 1912 (pub. 1913), pp. 473-586.

REPORTS OF THE UNITED KINGDOM.

Published in Diplomatic and Consular Reports, which are issued as separate reports in London. Those published on the field covered in these lessons, beginning with No. 4131, are as follows:

Roumania : Nos. 4219, 4445, 4677, and 5102.

Bulgaria : Nos. 4132, 4609, 4817, and 5320.

Serbia : Nos. 4131, 4281, 4373, 4480, 4586, 4764, 4832, and 4945.

Former Austria-Hungarian territories : Nos. 4334 (Fiume), 4446 (Bosnia, Herzegovina, and Dalmatia), 4576 (Fiume), 4652 (Bosnia and Herzegovina), 4787 (Fiume), 4923 (Dalmatia), 5009 (Dalmatia), 5021 (Fiume), 5067 (Bosnia and Herzegovina), 5208 (Fiume).

Greece : Nos. 4228, 4233, 4251, 4289, 4443, 4444, 4458, 4484, 4492, 4647, 4649, 4668, 4731, 4750, 4825, 4868, 4970, 4882, 4887, 4926, 5065, 5099, 5133, 5188, 5224, 5258, 5275, 5290, 5297, 5311, 5429, 5449, 5483.

Crete : No. 4238.

Turkey : Nos. 4141, 4142, 4197, 4230, 4235, 4298, 4315, 4329, 4354, 4359, 4364, 4389, 4463, 4467, 4471, 4482, 4495, 4496, 4526, 4538, 4545, 4568, 4608, 4674, 4696, 4697, 4730, 4734, 4740, 4741, 4746, 4797, 4802, 4809, 4835, 4850, 4863, 4885, 4886, 4942, 4980, 4985, 4999, 5011, 5014, 5015, 5016, 5017, 5045, 5055, 5107, 5159, 5166, 5167, 5168, 5184, 5225, 5234, 5247, 5302, 5313, 5339, 5369, 5370, 5374, 5383, 5407.

Egypt : Nos. 4324, 4554, 4613, 4726, 4767, 4938, 4970, 5026, 5097, 5185, 5255, 5395.

REPORTS OF THE UNITED STATES.

The Daily Commerce Reports, published by the Bureau of Foreign and Domestic Commerce, of the Department of Commerce, contains many reports on all the regions of the area. It would pay all students to subscribe for this publication (subscription, \$2.50 per annum). From it a good knowledge may be obtained of markets, trade and commerce, and economic conditions in general. Supplements to the Reports contain annual reports of consular officers covering most of the regions, as follows, each region being denoted by a constant number:

Roumania : No. 12.

Bulgaria : No. 3.

Greece : No. 7.

Turkey : No. 18.

Egypt : No. 68.

Parts 22 to 24.—RESOURCES AND INDUSTRIES.

NOTE.—These are studied under the following heads for each region:

1. Fish and fisheries.
2. Land : (a) Productive; (b) Unproductive.
3. Forests and forest products.
4. Mines and mining.
5. Agriculture.
6. Stock raising and animal products.
7. Manufactures and other products.

Part 22.—FISHERIES.**REFERENCES.****Roumania.**

Britannica : XXIII, 828 (fisheries).

Notice sur la Roumanie en 1900, pp. 20-21.

Dalmatia.

Britannica : VII, 772-773 (fisheries).

New International : VI, 447 (industries).

Montenegro. Britannica : XVIII, 768 (see Fauna).**Albania.** Britannica : I, 483 (fishing).**Turkey.**

Britannica : XXVII, 429 (see Products and industries).

Statesman's Yearbook for 1918, p. 1333.

Egypt. Britannica : IX, 27 (fishing).**FOREST AND FOREST PRODUCTS: REFERENCES.****Roumania.**

Britannica : XXIII, 827 (forests).

New International : XX, 216 (see Climate, etc.).

Statesman's Yearbook for 1918, p. 1201.

Dudeșco : L'Évolution Économique Contemporaine des Pays Balkaniques, pp. 72-76.

Notice sur la Roumanie en 1900, p. 20 (forests).

Bulgaria.

Britannica : IV, 774 (forests).

New International : IV, 137 (forests).

Dudeșco : L'Évolution Économique Contemporaine des Pays Balkaniques, pp. 76-77.

Monroe : Bulgaria and her People, pp. 296-299 (forests).

Phocas-Cosmetatos : Au lendemain des Guerres Balkaniques pp. 33-34 (forests and forest products).

Serbia.

Britannica : XXIV, 687 (forests).

New International : XX, 730 (forests).

Statesman's Yearbook for 1918, p. 1256.

Dudeșco : L'Évolution Économique Contemporaine des Pays Balkaniques, pp. 77-81.

Lazarovich-Hrebelianovich : The Servian People, I, 127-128, 293-294.

Stead : Serbia by the Servians, pp. 255-260 (in Ch. XVI, Principal Industries, by Militch Radovanovitch).

The former Austria-Hungarian Provinces.**Croatia-Slavonia.**

Britannica : VII, 472 (forests).

New International : VI, 280 (forest land).

Bosnia and Herzegovina.

Britannica : IV, 280 (forests).

Statesman's Yearbook for 1918, p. 685.

Lazarovich-Hrebelianovich : The Servian People, I, 150.

Dalmatia. Britannica : VII, 773 (forests).**Montenegro.**

Britannica : XVIII, 768 (forests).

Statesman's Yearbook for 1918, p. 1079.

Albania.

- Britannica : I, 482 (see Natural Products).
 Chekrezi : Albania, Past and Present, p. 180.
 Phocas-Cosmetatos : Au Lendemain des Guerres Balkaniques, pp. 27-28
 (forests and forest products).

Greece.

- Britannica : XII, 435-436 (forests).
 New International : X, 289 (see Fauna).
 Statesman's Yearbook for 1918, p. 984.

Turkey.

- Britannica : II, 758-759 (in Asia Minor, see Products, etc.) ; XXVII, 429 (see
 Products and industries).
 Statesman's Yearbook for 1918, pp. 1331-1332.

Egypt. Britannica : IX, 24 (lack of forests, see Flora).

MINES AND MINING: REFERENCES.

(Production figures should be studied for the chief minerals.)

Roumania.

- Britannica : XXIII, 827 (minerals).
 New International : XX, 216-217 (geology and mineral resources).
 Statesman's Yearbook for 1918, p. 1201 (minerals and output).
 Dudesco : L'Évolution Économique Contemporaine des Pays Balkaniques,
 pp. 122-130, 141.
 Grothe : Zur Landeskunde vol Rumänien, pp. 79-91 (Bergbau-Mineralien,
 Petroleum, Salz).
 Muzet : Le Monde Balkanique : Ch. IV, L'Industrie Roumaine, Pétrole ;
 sec. 1, Naissance de la grande industrie, pp. 131-135 ; sec. 2, L'Industrie
 minérale, pp. 135-137 ; sec. 3, Le pétrole, pp. 138-147 ; sec. 4, Les mines
 de sel, pp. 148-149.

Bulgaria.

- Britannica : IV, 774 (minerals).
 New International : IV, 137 (mineral resources).
 Statesman's Yearbook for 1918, p. 730.
 Dudesco : L'Évolution Économique Contemporaine des Pays Balkaniques,
 pp. 141-143.
 Monroe : Bulgaria and Her People, pp. 306-308 (mines and mining).
 Muzet : Le Monde Balkanique, pp. 292-293 (mines and mining).
 Phocas-Cosmetatos : Au Lendemain des Guerres Balkaniques, p. 34
 (mining).

Serbia.

- Britannica : XXIV, 687 (minerals).
 New International : XX, 730 (minerals).
 Statesman's Yearbook for 1918, p. 1256.
 Dudesco : L'Évolution Économique Contemporaine des Pays Balkaniques,
 pp. 146-158.
 Kessler : Verhältnisse und deren Entwicklung unter Berücksichtigung der
 deutschen Interessen, p. 8 (Wälder und Mineralreichtümer).
 Lazarovich-Hrebelianovich : The Servian People, I, 127-128, 294-295.
 Muzet : Le Monde Balkanique, Ch. IV, sec. 2, pp. 220-225.
 Stead : Servia by the Servians, Ch. XVIII, Mines and minerals, by Dr.
 D. J. Antula, pp. 277-290.

The former Austria-Hungarian Provinces.**Croatia-Slavonia.**

- Britannica : VII, 472 (minerals).
 New International : VI, 280 (minerals).
 Lazarovich-Hrebelianovich : The Servian People, I, 165.

Bosnia and Herzegovina.

- Britannica : IV, 279-280 (geology and minerals).
 Statesman's Yearbook for 1918, p. 685.
 Lazarovich-Hrebelianovich : The Servian People, I, 150-151.

Dalmatia. Britannica : VII, 772 (minerals).

Montenegro. Britannica : XVIII, 768 (see Fauna and flora).

Albania. Phocas-Cosmetatos : Au Lendemain des Guerres Balkaniques, pp.
 28-29 (mineral wealth).

Greece.

- Britannica : XII, 436 (mines).
 New International : X, 289-290 (see Geology).
 Statesman's Yearbook for 1918, p. 985.
 Cassavetti : Hellas and the Balkan Wars, pp. 267-268 (mining prospects).
 Lefevre-Méaulle : La Grèce Économique et Financière. In Ch. II, Sec. II,
 Industries dérivées du sous sol, pp. 63-75.
 Martin : Greece of the Twentieth Century, Ch. XXIII, pp. 287-295 (mining).
 Phocas-Cosmetatos : Au Lendemain des Guerres Balkaniques, p. 61
 (mining).

Turkey.

- Britannica : II (Asia Minor), 758 (see Products, etc.) ; XVII (Macedonia),
 216; XXVII, 429 (see Products and industries), 442 (mining concessions).
 New International : XXII, 570 (mining).
 Statesman's Yearbook for 1918, pp. 1332-1333 (mining).
 Carles : La Turquie Économique, pp. 95-101 (mines and minerals).

Egypt.

- Britannica : IX, 23 (minerals).
 New International : VII, 519-520 (geology and mineral resources).

Part 23.—AGRICULTURE.

(Production figures should be studied for the chief products).

REFERENCES.

Roumania.

- Britannica : XXIII, 827-828 (land tenure) ; 827 (agriculture).
 New International : XX, 217 (agriculture).
 Statesman's Yearbook for 1918, p. 1201.
 Dudesco : L'Évolution Économique Contemporaine des Pays Balkaniques,
 pp. 45-62 (agriculture) ; 81-82 (the vine) ; 84-86 (arboriculture) ; 88-93
 (cereals) ; 96-98 (cultivation of the principal industrial plants).
 Muzet : Le Monde Balkanique, Book III, Ch. III, La Roumanie Agricole,
 pp. 122-130. Sec. 1, La campagne roumaine, pp. 122-123 ; sec. 2, La
 politique agraire, pp. 123-128 ; sec. 3, L'Agriculture, pp. 128-130.

Bulgaria.

- Britannica : IV, 774-775 (agriculture).
 New International : IV, 138 (agriculture).
 Statesman's Yearbook for 1918, p. 730.
 Dudesco : L'Évolution Économique Contemporaine des Pays Balkaniques,
 pp. 62-66 (agriculture) ; 82-83 (the vine) ; 87 (arboriculture) ; 93-95
 (cereals) ; 98-99 (cultivation of the principal industrial plants).
 Monroe : Bulgaria and Her People, Ch. XX, Farms and forests, pp. 288-299.
 Muzet : Le Monde Balkanique, Book IV, in Ch. IV, pp. 282-285 (agriculture).
 Phocas-Cosmetatos : Au Lendemain des Guerres Balkaniques, pp. 31-33
 (agriculture).

Serbia.

- Britannica : XXIV, 688 (land tenure) ; 687-688 (agriculture).
 New International : XX, 730 (agriculture).
 Statesman's Yearbook for 1918, p. 1256.
 Dudesco : L'Évolution Économique Contemporaine des Pays Balkaniques,
 pp. 66-71 (agriculture) ; 83-84 (the vine) ; 87-88 (arboriculture) ; 95-96
 (cereals) ; 99-100 (cultivation of the principal industrial plants).
 Lazarovich-Hrebelianovich : The Servian People, I, 122-125 (agriculture).
 Muzet : Le Monde Balkanique, Book IV, in Ch. III, pp. 210-216 (agriculture).
 Stead : Servia by the Servians, Ch. XV, Economic survey, by Militch Radovanovitch, pp. 234-243 passim ; in Ch. XVI, pp. 244-251 (agriculture, fruit-growing, viticulture). Ch. XVII, Rural cooperation, by M. Avramovitch, pp. 267-276.
 Taylor : The Future of the Southern Slavs, pp. 100-102 (agriculture and land tenure).

Serbia—Continued.

Yovanovitch: *L'Agriculture en Serbie, Développement de l'agriculture*, pp. 27-54, including—1. Agriculture en générale, pp. 27-31; 2. Plantes cultivées, pp. 31-39; 3. Prairies et paturages, pp. 39-41; 4. Le jardinage, pp. 42-43; 5. La culture des arbres fruitiers, pp. 43-48; 6. La viticulture, pp. 49-54. IV. Institutions agricoles, pp. 83-106, including—1. Instruction agricole, pp. 83-90; 2. Associations agricoles, pp. 90-96; 3. Station agro-nomique pour recherches et expériences, pp. 97-98; 4. Domaine public de Topchider, pp. 98-100; 5. Économies départementaux et d'arrondissement, pp. 100-103; 6. Grémiers communaux, p. 103.

The former Austria-Hungarian Provinces.

Croatia-Slavonia.

Britannica : VII, 472 (agriculture).

New International : VI, 280 (agriculture).

Lazarovich-Hrebelianovich : *The Servian People*, I, 164.

Bosnia and Herzegovina.

Britannica : IV, 281-282 (land tenure and agriculture).

New International : III, 564 (agriculture).

Statesman's Yearbook for 1918, p. 685.

Lazarovich-Hrebelianovich : *The Servian People*, I, 148-149.

Muzet : *Le Monde Balkanique*, p. 249 (agriculture).

Dalmatia.

Britannica : VII, 773 (land tenure and agriculture).

New International : VI, 446-447 (agriculture).

Lazarovich-Hrebelianovich : *The Servian people*, I, 57.

Muzet : *Le Monde Balkanique*, p. 255 (agriculture).

Montenegro.

Britannica : XVIII, 768 (agriculture).

New International : XVI, 193 (agriculture).

Statesman's Yearbook for 1918, p. 1079.

Lazarovich-Hrebelianovich : *The Servian People*, I, 139 (agriculture).

Albania.

Britannica : I, 482 (see Natural products).

Statesman's Yearbook for 1918, p. 637.

Chekrez : *Albania, Past and Present*, pp. 173-176 (agriculture, crops).

Phocas-Cosmetatos : *Au lendemain des Guerres Balkaniques*, pp. 24-27 (agriculture).

Greece.

Britannica : XII, 434-435 (agriculture).

New International : X, 290 (agriculture).

Statesman's Yearbook for 1918, p. 984.

Cassavetti : *Hellas and the Balkan Wars*, Ch. XX, Agriculture, pp. 274-293.

Lefevre-Méaulle : *La Grèce Économique et Financière*, Ch. I, L'ancienne (Old) Grèce ; le sol ; Agriculture, pp. 13-47. Ch. II, L'Industrie, sec. 11, Industries dérivées du sol, pp. 48-59.

Martin : *Greece of the Twentieth Century*, Chs. XX-XXII, pp. 241-286.

Phocas-Cosmetatos : *Au lendemain des Guerres Balkaniques*, pp. 60-61 (agricultural products).

Turkey.

Britannica : II (Asia Minor), 759 (see Products, etc.) ; XXVII, 429 (see Products and industries).

New International : XXII, 569-570 (agriculture).

Statesman's Yearbook for 1918, pp. 1331-1332.

Carles : *La Turquie Économique* pp. 106-112 (*L'Agriculture en Turquie d'Europe et d'Asie*).

Egypt.

Britannica : IX, 26-27 (land tenure and agriculture).

New International : VII, 520 (agriculture).

Statesman's Yearbook for 1918, pp. 250-251.

Arminjon : *La Situation Économique et Financière de l'Égypte*, Book II, Ch. I, Le sol, les saisons et les cultures, pp. 56-63. Ch. II, L'Irrigation, son état actuel, son avenir, pp. 64-102: I. Le problème de l'irrigation et du drainage, pp. 64-67; II. Les transformations du système traditionnel, pp. 67-74; III, La dernière phase, pp. 74-79; IV. Les récents travaux d'irrigation, pp. 79-82; V. Plans et projets, pp. 82-86; VI. Les résultats du nouveau système des irrigations, pp. 86-98; VII. Améliorations possibles, pp. 98-102.

Egypt—Continued.

Cromer : Modern Egypt, II, Ch. I^{IV}, Irrigation, pp. 456–465.

Cunningham : To-day in Egypt. In Ch. VII, Public services, pp. 139–145 (cadastral survey and irrigation); Ch. IX, Agriculture and cotton, pp. 182–204.

Magnus : Ägypten, Die Landswirtschaft, pp. 130–133.

Part 24.—STOCK RAISING AND ANIMAL PRODUCTS.

(Production figures should be studied.)

REFERENCES.

Roumania.

Britannica : XXIII, 827 (see Agriculture).

New International : XX, 217 (see Agriculture).

Statesman's Yearbook for 1918, p. 1201.

Dudeșco, L'Évolution Économique Contemporaine des Pays Balkaniques, pp. 101, 103–106, 110–111.

Bulgaria.

Britannica : IV, 774–775 (see Agriculture).

New International : IV, 138 (see Agriculture).

Statesman's Yearbook for 1918, p. 730.

Dudeșco : L'Évolution Économique Contemporaine des Pays Balkaniques, pp. 102, 106, 109, 110–111.

Monroe : Bulgaria and Her People, pp. 292–293.

Muzet : Le Monde Balkanique, p. 285.

Serbia.

Britannica : XXIV, 687–688 (see Agriculture).

New International : XX, 730 (see Agriculture).

Statesman's Yearbook for 1918, p. 1256.

Dudeșco : L'Évolution Économique Contemporaine des Pays Balkaniques, pp. 106–109, 112.

Lazarovich-Hrebelianovich : The Servian People, I, 123 (cattle-raising institution), 125–126 (cattle and other domestic animals, poultry).

Muzet : Le Monde Balkanique, Book IV, in Ch. III, sec. 2, L'Élevage, pp. 216–217.

Stead : Servia by the Servians, pp. 251–254 (cattle, etc.), 254–255 (sericulture). Written by Miličić Rodononovitch.

Yovanovitch : L'Agriculture en Serbie, III, Développement de l'élevage, pp. 55–82.

1. L'élevage de bétail en général, pp. 55–60.

2. L'élevage des chevaux, pp. 60–63.

3. L'élevage des boeufs, pp. 63–66.

4. L'élevage des moutons, pp. 66–69.

5. L'élevage des porcs, pp. 69–72.

6. L'élevage des volailles, pp. 72–75.

8. La culture des abeilles, pp. 77–78.

9. La sericulture, pp. 78–80.

10. Le lait et les produits dérivés du lait, pp. 80–82.

The former Austria-Hungarian Provinces.

Croatia-Slavonia.

Britannica : VII, 472 (see Agriculture).

New International : VI, 280 (pasture land).

Lazarovich-Hrebelianovich : The Servian People, I, 164.

Bosnia and Herzegovina.

Britannica : IV, 280 (see Agriculture).

New International : III, 564 (Bosnia).

Statesman's Yearbook for 1918, p. 685.

Dalmatia.

Britannica : VII, 773 (cattle breeding, etc.).

Muzet : Le Monde Balkanique, p. 255 (l'élevage).

Montenegro.

Britannica : XVIII, 768 (stock farming)

New International : XVI, 193.

Statesman's Yearbook for 1918, p. 1079.

Lazarovich-Hrebelianovich : The Servian People, I, 139–140.

Albania.

Britannica : I, 482-483 (stock raising).

Chekrez : Albania, Past and Present, pp. 176-177 (stock raising).

Greece.

Britannica : XII, 435 (stock farming).

New International : X, 290 (see Agriculture).

Statesman's Yearbook for 1918, p. 984.

Cassavetti : Hellas and the Balkan Wars, pp. 276 (pasture lands) ; 283, 285-286, 289 (in New Greece).

Lefevre-Méaulle : La Grèce Économique et Financière, in Ch. II, pp. 59-60 (Industrie de la soie).

Martin : Greece of the Twentieth Century, pp. 246-252.

Turkey.

Britannica : II (Asia Minor), p. 759 (see Products, etc.) ; XXVII, 429 (see Products and industries).

New International : XXII, 568 (see Agriculture).

Statesman's Yearbook for 1918, p. 1333.

Carles : La Turquie Économique, pp. 104-106 (Art pastoral et industries qui en dérivent).

Egypt.

Britannica : IX, 27 (domestic animals).

New International : X, 521 (see Agriculture).

Magnus : Ägypten ; Landwirtschaftliche Nebenbetriebe, pp. 194-212.

MANUFACTURING AND OTHER INDUSTRIES.**REFERENCES.****Roumania.**

Britannica : XXIII, 828 (manufactures).

New International : XX, 217 (manufactures).

Dudeșco : L'Évolution Économique Contemporaine des Pays Balkaniques, pp. 115-139.

Notice sur la Roumanie en 1900, pp. 21-33 (industry).

Bulgaria.

Britannica : IV, 775.

New International : IV, 138.

Statesman's Yearbook for 1918, p. 730 (Production and industry).

Dudeșco : L'Évolution Économique Contemporaine des Pays Balkaniques, pp. 139-145 (industrial establishments, etc.).

Laws:

Loi et règlement sur l'organisation des métiers et des corporations.

Loi sur le développement de l'industrie séricole en Bulgarie.

Loi sur l'encouragement de l'industrie et du commerce bulgares.

Loi sur le travail des femmes et des enfants des établissements industriels.

Monroe : Bulgaria and Her People, Ch. XXI, Industry and trade, pp. 300-312.

Serbia.

Britannica : XXIV, 688 (manufactures).

New International : XX, 730 (manufactures).

Statesman's Yearbook for 1918, p. 1256.

Dudeșco : L'Évolution Économique Contemporaine des Pays Balkaniques, pp. 145-149 (industry).

Krikner : Industrie und Industrie-politik Serbiens, Allgemeins, pp. 7-13.

I. Das Hauswerk, pp. 14-58. 1. Die Serbische Zadruga, pp. 14-25; 2. Die Hauswerksprodukte, pp. 25-47 (men's work, 27-38; women's work, pp. 38-47); 3. Die Massnahmen des Serbischen Staates zur Beförderung des Hauswerkes, pp. 47-53; 4. Die Herstellung des Produktes mit unentgeltlicher Hilfe, pp. 53-58.

II. Das Lohnwerk, pp. 59-74. 1. Allgemeins, p. 59; 2. Die Stör, pp. 59-61; 3. Das Heimwerk, pp. 61-66; 4. Das Wandergewerbe, pp. 70-74.

III. Das Handwerk, pp. 75-137. 1. Die Entwicklung des Handwerks, pp. 75-90; 2. Die Lage des Handwerks, pp. 91-137.

IV. Der Verlag, pp. 138-147. 1. Allgemeins, pp. 138-139; 2. Die ländliche Hausindustrie, pp. 139-145; 3. Der städtische Verlag, pp. 145-147.

Serbia—Continued.

Krikner—Continued.

V. Die Fabrik, pp. 148–176. 1. Die Entwicklung der Fabrikindustrie, pp. 148–156; 2. Der heutige Stand der einzelnen Arten der Fabrik-industrie, pp. 157–172; 3. Das Gesetz betreffend die Förderung der heimischen Industrie vom 16./18. Juli, 1898, pp. 172–176.

Lazarovich-Hrebelianovich: The Servian People, I, 128–130 (industries, modern manufactures).

Muzet: Le Monde Balkanique: Pp. 218–220 (domestic industry); 226–230 (various industrial establishments in Serbia in 1914).

The former Austria-Hungarian Provinces.

Croatia-Slavonia.

Britannica: VII, 472 (industries).

New International: VI, 280 (industries).

Lazarovich-Hrebelianovich: The Servian People, I, 165–166.

Bosnia and Herzegovina.

Britannica: IV, 281.

Statesman's Yearbook for 1918, p. 685.

Lazarovich-Hrebellianovich: The Servian People, I, 151–152.

Dalmatia.

Britannica: VII, 773 (industries).

Lazarovich-Hrebellianovich: The Servian People, I, 157–158.

Montenegro.

Britannica: XVIII, 768 (industries).

Lazarovich-Hrebellianovich: The Servian People, I, 140.

Albania. Chekrezi: Albania, Past and Present, p. 179.

Greece.

Britannica: XII, 436–437 (see Commerce and industry).

New International: X, 290–291 (manufactures).

Cassavetti: Hellas and the Balkan Wars, pp. 266–267 (primitive conditions).

Lefevre-Méaulle: La Grèce Économique et Financière, in Ch. II, pp. 61–62 (industries diverses).

Martin: Greece of the Twentieth Century, Ch. XXIV, Labour conditions, etc., pp. 296–303 (conditions in 1912); pp. 351 (in Trikkala); 365 (in Euboea); 367–368 (in Corfu).

Phocas-Cosmetatos: Au lendemain des Guerres Balkaniques, pp. 61–66 (industries).

Turkey.

Britannica: II (Asia Minor), 759 (see Products); XXVII, 429 (see Products and industry).

New International: XXII, 570 (manufactures).

Statesman's Yearbook for 1918, p. 1333 (manufactures).

Egypt.

Britannica: IX, 27–28 (manufactures).

New International: VII, 521 (manufactures).

Arminjon: La Situation Économique et Financière de L'Égypte, Book IV, les Industries Nationales; Les Cultures Industrielles.

Ch. I, Le présent et l'avenir des industries égyptiennes, pp. 173–191.

I. Le régime du travail industriel; état présent de l'industrie, pp. 173–183; II. L'Avenir de l'industrie, pp. 183–191.

Ch. II, Le coton égyptien et les industries qui en dépendent, pp. 192–235. I. Notions historiques, pp. 193–202; II. La culture; l'égrenage; le pressage; la filature, pp. 202–220; III. La baisse des rendements cotonniers et la détérioration du coton, pp. 220–235.

Ch. III, Le sucre et son industrie en Égypte, pp. 236–275. I. Notions historiques, pp. 236–242; II. La canne à sucre; sa culture en Égypte, pp. 243–247; III. La fabrication du sucre, pp. 247–252; IV. Quantités du sucre produites et consommées; commerce extérieur, pp. 252–261; V. La crise de l'industrie sucrière égyptienne; avenir de cette industrie, pp. 261–275.

Magnus: Ägypten: Das Gewerbe, pp. 213–223.

Pyritz: Die Volkswirtschaftliche Entwicklungstendenz in Ägypten und in englisch-ägyptischen Sudan; I, Entwicklung der ägyptischen Volkswirt; (a) Die Landwirtschaft als Grundlage derselben, pp. 3–18; (b) Die Bilanz des ägyptischen Nahrungsmittelverkehrs als Charakteristikum der wirtschafts. Entwicklungstendenz, pp. 19–87.

Part 25.—TRANSPORTATION AND COMMUNICATION.

NOTE.—This lesson should discuss the following matters:

1. Rivers and canals.
2. Seaports and shipping, including port and terminal facilities.
3. Roads.
4. Railways.
5. Posts.
6. Telegraphs and cables.
7. Telephones.
8. Special attention should be given to the connections between the chief centers of a region, and with the large centers of neighboring States. Careful map work is advised.

REFERENCES.**Roumania.**

Britannica : XXIII, 828-829 (communications).

New International : XX, 217-218 (transportation).

Statesman's Yearbook for 1918, pp. 1202-1203 (shipping and communications).

Colescu : *Progrès Économique de la Roumanie, 1866-1906*, pp. 69 (roads); 69-71 (railways); 71 (maritime service); 73 (navigation statistics); 75 (postal, telegraph, and telephone circulation).

Dudeșco : *L'Évolution Économique Contemporaine des Pays Balkaniques*, pp. 161-163 (roads); 165-169 (railways); 175-178 (river navigation); 183-185 (maritime navigation); 185-186 (post, telegraph, and telephone).

Grothe : *Zur Landeskunde von Rumänien*, pp. 96-106, Die Entwicklung des rumänischen Eisenbahnnetzes; 106-113, Schiffahrt.

Muzet : *Le Monde Balkanique*.

Book II, Ch. V, Les chemins de fer balkaniques, pp. 84-86.

Book III, in Ch. V, sec. 1, Les voies de communication, pp. 150-151; sec. 2, La régularisation du Danube, pp. 152-154.

Notice sur la Roumanie en 1900, VIII, Communications, pp. 42-46 (this contains the law in regard to concessions of railways initiated by private persons).

Woods : *The Cradle of the War*, Ch. VIII, Military Highways of the Balkans, pp. 174-214. (This forms an excellent introductory chapter to the lesson.)

Bulgaria.

Britannica : IV, 776 (communications).

New International : IV, 138 (communication and transportation).

The Statesman's Yearbook for 1918, p. 731.

Dudeșco : *L'Évolution Économique Contemporaine des Pays Balkaniques*, pp. 163-164 (roads); 169-172 (railways); 178-179 (the Danube); 183-184 (maritime navigation); 186 (posts, telegraphs, and telephones).

Exploitation et Administration des Chemins de Fer en Bulgarie, pp. 1-28 (with statistical sheet).

Monroe : *Bulgaria and Her People*, pp. 308-310 (shipping and railways).

Muzet : *Le Monde Balkanique*, Book VI, Ch. III, Les ports et les villes bulgares, pp. 275-281; in Ch. V, pp. 298-299 (shipping and railways).

Serbia.

Britannica : XXIV, 689 (communications).

New International : XX, 730-731 (railways).

Statesman's Yearbook for 1918, p. 1257 (communications).

Dudeșco : *L'Évolution Économique Contemporaine des Pays Balkaniques*, pp. 164 (roads); 173-175 (railways); 179-180 (river navigation); 184-185 (maritime navigation); 186-187 (posts, telegraphs, and telephones).

Lazarovich-Hrebelianovich : *The Servian People*, I, 130-131 (lines of communication).

Muzet : *Le Monde Balkanique*, Book IV, in Ch. V, sec. 4, Les moyens de communication, pp. 230-233.

Stead : *Servia by the Servians*, Ch. XIX, Railways, roads, and posts, by the minister of public works, pp. 291-305; (a) The railway system, pp. 291-299; (b) Roads, pp. 300-302; (c) Posts, telegraphs, and telephones, by Alexandre Yovitchich, assistant director of posts and telegraphs, pp. 302-305.

Serbia—Continued.

Yovanovitch: L'Agriculture en Serbie, sec. 4. Communications, pp. 17-24, including Introduction, pp. 17-18; 1. Roads, pp. 18-19; 2. Posts and telegraphs, pp. 19-21; 3. Railways, pp. 21-22; 4. Navigation, pp. 22-24.

The former Austria-Hungarian Provinces.**Croatia-Slavonia.**

Britannica: VII, 472-473 (communications).

New International: VI, 280 (railways).

Lazarovich-Hrebelianovich: The Servian People, I, 166 (lines of communication).

Bosnia and Herzegovina.

Britannica: IV, 281 (communications).

Statesman's Yearbook for 1918, p. 685 (communications).

Lazarovich-Hrebelianovich: The Servian People, I, 152 (lines of communication)..

Dalmatia.

Britannica: VII, 773 (communications).

New International: VI, 447 (industries).

Lazarovich-Hrebelianovich: The Servian People, I, 157-158 (lines of communication).

Montenegro.

Britannica: XVIII, 768 (communications).

New International: XVI, 193 (lack of communication).

Statesman's Yearbook for 1918, p. 1080 (communications).

Lazarovich-Hrebelianovich: The Servian People, I, 140-141 (lines of communication).

Albania.

Britannica: I, 482-483 (see Natural products and commerce and industries).

Chekrez: Albania, Past and Present, in Ch. XIV, Sec. VI, Communications, pp. 183-184.

Greece.

Britannica: XII, 487 (communications).

New International: X, 291 (transportation).

Statesman's Yearbook for 1918, pp. 986-987 (navigation and shipping, internal communications).

Andréadès: Les Progrès Économiques de la Grèce, p. 46 (lines of communication in Thessaly).

Cassavetti: Hellas and the Balkan Wars, pp. 270-273 (lines of communication).

Lefevre-Méaulle: La Grèce Économique et Financière, in Ch. V, Ports et navigation Helléniques, pp. 138-156; Ch. V, Voies de communication, pp. 157-165.

Martin: Greece of the Twentieth Century, Chs. XVI-XVIII, pp. 188-225; Ch. XIX, Shipping, etc., pp. 226-240.

Turkey.

Britannica: II (Asia Minor), 759 (communication); XXVII, 429 (communications); 429-430 (shipping); 439 (railway guarantees).

New International: XXII, 570 (transportation and communication).

Statesman's Yearbook for 1918, pp. 1334-1335 (shipping and navigation, internal communications).

Carles: La Turquie Économique. Ch. X, Les ports ottomans d'Europe et d'Asie, pp. 56-76; Ch. XI, Voies navigables intérieures de la Turquie d'Europe et d'Asie, pp. 76-82; Ch. XII, Routes terrestres de l'Empire ottoman, pp. 82-85; Ch. XIII, Études des voies ferrées et des services publics par automobiles, pp. 85-95.

Egypt.

Britannica: IX, 25-26 (trade routes and communications); 27 (canals).

New International: VII, 521 (transportation and communication).

Statesman's Yearbook for 1918, pp. 253-255 (shipping and navigation, Suez Canal, internal communication).

Arminjon: La Situation Économique et Financière de l'Égypte. Book II, Ch. III, Les voies de communication et d'accès, pp. 103-141.

I. Notions historiques, pp. 103-107.

II. Le développement des voies de communication au XIX^e Siècle, pp. 107-113.

Egypt—Continued.

Arminjon—Continued.

III. Les voies terrestres, pp. 113-122.

IV. Le fleuve et les canaux, pp. 122-133.

V. Les ports maritimes, pp. 133-138.

VI. Traits caractéristiques, pp. 138-141.

Cunningham: To-day in Egypt, in Ch. VII, pp. 123-133 (railways); 145-149 (post offices); 149 (telegraphs).

Magnus: Ägypten, Der Suezkanal, pp. 82-117; Der Verkehr, pp. 248-251.

Part 26.—MONEY, WEIGHTS, AND MEASURES.

Roumania.

Britannica: XXIII, 828 (currency).

New International: XX, 218 (money, weights, and measures).

Statesman's Yearbook for 1918, p. 1203 (money, weights, and measures).

Lazarovich-Hrebelianovich: The Servian People, I, 122 (money, weights, and measures).

Notice sur la Roumanie en 1900, p. 38 (money).

Bulgaria.

Britannica: IV, 775-776 (money, weights, and measures).

New International: IV, 139 (money).

Statesman's Yearbook for 1918, p. 732 (money, weights, and measures).

Monroe: Bulgaria and her People: pp. 310-311 (money, weights, and measures).

Serbia.

Britannica: XXIV, 689 (money, weights, and measures).

New International: XX, 731 (money, weights, and measures).

Statesman's Yearbook for 1918, p. 1258 (money, weights, and measures).

The Former Austria-Hungarian Provinces.

Statesman's Yearbook for 1918, pp. 658-659, 685 (money, weights and measures); 685 (weights and measures of Bosnia and Herzegovina).

Montenegro.

Britannica: XVIII, 770 (money, weights, and measures).

Statesman's Yearbook for 1918, p. 1080 (money).

Lazarovich-Hrebelianovich: The Servian People, I, p. 136 (money).

Greece.

Britannica: XII, 439-440 (currency, weights, and measures).

New International: X, 291 (currency).

Statesman's Yearbook for 1918, p. 987 (money, weights, and measures).

Turkey.

Britannica: XXVII, 431 (money); 441 (monetary system).

New International: XXII, 571 (money).

Statesman's Yearbook for 1918, pp. 1335-1336 (money, weights, and measures).

Young: Corps de Droit Ottoman, Vol. IV, pp. 363-376.

Egypt:

Britannica: IX, 28 (currency, weights, and measures).

Statesman's Yearbook for 1918, pp. 255-256 (money, weights, and measures).

FINANCIAL MATTERS (Parts 27-30).

The student will consult for each country annual publications of the nature of the following:

The Fitch Record of Government Finances, 3d ed., November, 1918. Fitch Publishing Co., of New York. A book of references for the investment dealer who is interested . . . in the bonds of issues of foreign countries. It contains details of the provision of issue of practically all outstanding Government bonds throughout the world.

Le Marché Financier, par Arthur Raffalovich. Paris, Librairie Félix Alcan. A résumé of economic and financial affairs throughout the world.

Palgrave's (Sir R. H.) Banking Almanac. London, Waterlow & Sons (Ltd.). A list of the banks of the world.

Part 27.—FINANCE.

Roumania.

Britannica: XXIII, 828 (finance; sources of revenue, chief items of expenditures; estimated revenues and expenditures for the years 1906-07 to 1910-11, public debt, banks, and currency).

New International: XX, 218 (sources of revenue, budget, public debt, foremost financial institution).

Statesman's Yearbook for 1918, p. 1199 (finance; revenues and expenditures, public debt).

Colescu: *Progrès Économiques de la Roumanie réalisés sous le règne de S. M. le Roi Carol I*, pp. 75 (public finances); 75-77 (state revenues); 77-79 (monopolies); 79-81 (taxes); 81-85 (state domains); 87-89, (state expenditures); 89-97 (public debt); 97-109 (credit institutions, banks, etc.).

Dudesco: *L'Évolution Économique Contemporaine des Pays Balkaniques*, pp. 223-227 (budget); 233-239 (public debt); 244-252 (chief credit institutions).

Lazarovich-Hrebellianovich: *The Servian People*, I, pp. 118-122 (finance, state budget, public debt).

Muzet: *Le Monde Balkanique*, Book III, in Ch. II (sec. 2, *Les finances roumaines*, pp. 109-113).

Notice sur la Roumanie en 1900. VI, pp. 35-38 (finances; the state budget, direct and indirect taxes, state monopolies, receipts of the ministries, public debt); VII, pp. 34-41 (banks and financial companies).

Bulgaria.

Britannica: IV, 775-776 (banks, "agricultural chests," provident societies, finance, national debt, budget).

New International: IV, 139 (finances).

Statesman's Yearbook for 1918, pp. 728-729 (finances; revenues and expenditures; estimated budget, 1918; public debt).

Dudesco: *L'Évolution Économique Contemporaine des Pays Balkaniques*, pp. 227-231 (budget); 239-242 (public debt); 252-258 (chief credit institutions).

Monroe: *Bulgaria and her People*, pp. 293-294 (agricultural bank); 311-312 (national bank).

Muzet: *Le Monde Balkanique*, pp. 296-297 (financial matters).

Phocas-Cosmetatos: *Au Lendemain des Guerres Balkaniques*, pp. 34-35 (public credit); 37-39 (financial condition).

Serbia.

Britannica: XXIV, 688-689 (finance; sources of revenues; public debt; banks and money; banks and capital).

New International: XX, 731 (banks; financial status; public debt).

Statesman's Yearbook for 1918, p. 1255 (revenues and expenditures; public debt); 1257 (money and credit).

Dudesco: *L'Évolution Économique Contemporaine des Pays Balkaniques*, pp. 231-233 (budget); 242-244 (public debt); 258-261 (chief credit institutions).

Kessler: *Serbiens Wirtschaftliche Verhältnisse und deren Entwicklung unter Berücksichtigung der deutschen Interessen*, pp. 31-32 (Kreditfähigkeit der Serbischen Kaufleute); 32-35 (Deutsche Bankgründung in Serbien); 66-68 (Serbische Banken); 71-78 (Serbiens Finanzen); 71-73 (Die 4½% steuerfreie Goldanleihe Serbiens von Jahre 1910); 73-76 (Die Kgl. Serbische Monopol-Verwaltung); 75-78 (Staatshaushalt und Staatschulden Serbiens); 77-78 (das Staatsbudget).

Muzet: *Le Monde Balkanique*, Book IV, in Ch. II, sec. 2, *Les finances de la Serbie*; *Les emprunts d'Etat*, pp. 201-206; sec. 3, *La politique financière*, pp. 206-209.

Phocas-Cosmetatos: *Au Lendemain des Guerres Balkaniques*, pp. 106-121 (economic and financial condition).

Stead: *Servia by the Servians*.

Ch. XIII, The financial situation, by the minister of finance, pp. 199-216; financial legislation, by Weselin Athanackovitch, councilor in the tax department, pp. 216-222. The first part is divided into an introduction, p. 199; History of the financial development of Serbia, pp. 199-200; State revenues and expenditures, pp. 200-209; National debts, pp. 209-216.

Serbia—Continued.

Stead—Continued.

Ch. XIV. The development of credit and finance, by Mr. Boschkovitch, director of the National Bank of Servia, pp. 223–233; pp. 229–238 treat specially of currency and banking.

Wormser: *Les fonds Serbes. Situation Économique et Financière. Les Monopoles*: Pp. 6–7 (parallèle entre les fonds ottomans et les fonds Serbes); 12–13 (histoire financière); 13 (la dette publique); 13–14 (conversion et unification); 14 (le comité des monopoles); 14 (à la Skoupchtna); 14 (l'administration autonome des monopoles); 15 (les garanties); 15–16 (fonctionnement de l'administration des monopoles); 16–17 (revenues des monopoles); 17 (situation financière); 17 prévisions budgétaires; 18 (excédents réels); 18–19 (le budget); 19 (la dette); 20–21 (recettes des monopoles en 1908); 21 (les ressources fiscales); 21–22 (conclusions).

The former Austria-Hungarian Provinces.

Croatia-Slavonia.

Britannica: VII, 473 (banks).

Lazarovich-Hrebelianovich: *The Servian People*, I, 160–161 (budget and credit).

Bosnia and Herzegovina.

Britannica: IV, 281 (banks).

Statesman's Yearbook for 1918, p. 685 (finance).

Lazarovich-Hrebelianovich: *The Servian People*, I, 145 (finance).

Montenegro.

Britannica: XVIII, 770 (finance; chief sources of revenue; expenditures; public debt; subventions).

New International: XVI, 193 (revenue and sources thereof).

Statesman's Yearbook for 1918, p. 1080 (banks).

Lazarovich-Hrebelianovich: *The Servian People*, I, pp. 135–136 (finances; budget).

Albania.

Chekrez: *Albania, Past and Present*, in Ch. XV, Sec. V, Finances, pp. 181–183.

Part 28.—FINANCE.

Greece.

Britannica: IX, 438–440 (finance; unsatisfactory status; foreign loans; national debt; state monopolies; forced currency; financial catastrophe; exchange; negotiations with foreign countries; guarantees; paper currency; financial commission; receipts and expenditures, 1889–1906; country prosperous; budget estimates, 1906; railway loans; banks).

New International: X, 291 (banks).

Statesman's Yearbook for 1918, pp. 982 (finance; international finance commission; revenues and expenditures; foreign debt; loans); 987 (money and credit).

Cassavetti: *Hellas and the Balkan Wars*, Ch. XVI, Finance and the War, pp. 200–223.

Lefevre-Méaulle: *La Grèce Économique et Financière*. Ch. VI, Finances d'État, pp. 66–183; Ch. VII, *Les Finances Privées*, pp. 184–195.

Martin: *Greece in the Twentieth Century*:

Ch. VIII, Finance (history of Greek loans from 1824 to 1911; early default; funding loan; financial chaos following war of 1897; indemnity to Turkey; formation of international financial commission; duties of delegates; loans statistical table; amount of public debt; comparative per capita statement; optimism of finance minister; position of foreign bondholders; security upon monopolies; proposed abolition of I. F. C.; government suggestions; opposition by the commission), pp. 112–121.

Ch. IX, Budget for 1912–13; constitutional requirements; receipts and expenditures; strong position; customs; increase in receipts; customs police; direct taxation; latest imports; anticipated revenues; difficulty in collection; resistance against certain laws; M. Venizelos's land tax; direct taxation; monopolies; stamps; income tax; commissary of finance; agricultural imports; succession duties; inconsistent taxation; reforms introduced, pp. 122–133.

Greece—Continued.

Martin—Continued.

Ch. X, Banking; National Bank of Greece; note-issuing privileges; nature of business prosperity in 1911; dividends; M. J. A. Valaoritis's administration; capacity of management; Ionian Bank; abrogation of charter; origin and career; capital and character of business; dividends; management; Bank of Athens; expansion of business; increase of capital; prosperity in 1911; M. Z. C. Matsas; Banque d'Orient; M. M. P. Camara; Bank of Crete, pp. 134-139.

Ch. XI, Exchange, currency, insurance, etc., pp. 140-148.

Phocas-Cosmetatos: *Au Lendemain des Guerres*, pp. 66-70 (banks, etc.); 70-76 (financial condition): 77-81 (the question of exchange).

Lefevre-Méaulle: *La Grèce Économique et Financière*:

Ch. VI, Finances d'état, pp. 166-183.

Ch. VII, Les finances privées, pp. 184-195.

Ch. VIII, La Grèce insulaire, pp. 196-217, *passim*.

Part 29.—FINANCE.

Turkey.

Britannica: XXVII, 430-441. Preliminary sketch (largely historical), pp. 430-432; sources of revenues, pp. 432-433; expenditures, p. 434; chief items in budget, p. 434; floating debt, pp. 434-435; revenues and expenditures, p. 435; collection of taxes, pp. 435-436; international administration of the Ottoman debt, pp. 436-438; tobacco régie, pp. 438-439; railway guarantees, p. 439; banks, etc., pp. 439-441.

New International: XXII, 570-571 (finance and banking).

Statesman's Yearbook for 1918, pp. 1326-1327 (finance; sources of revenue; budget; revenues and expenditures; main items of expense; total public debt).

Eliot: Turkey in Europe, pp. 428-429 (international financial commission).

Part 30.—FINANCE.

Egypt.

Britannica: IX, 28 (currency); 33-37 (finance; introduction; law of liquidation; provisions of the London convention; the race against bankruptcy; reserve funds; an era of prosperity; the cost of internationalism; Egypt gains financial liberty).

New International: VII, 522 (finances).

Statesman's Yearbook for 1918, pp. 248-249 (finance).

Arminjon: *La situation économique et financière de l'Egypte*.

Book VI, Les institutions économiques et financières; Système monétaire crédit, pp. 352-478. [Introduction], pp. 352-353. Première partie, *La situation monétaire de l'Egypte*, pp. 354-437.

Ch. I, La réforme monétaire de 1885, pp. 354-366. I. État des choses antérieur à la réforme, pp. 354-360; II, La réforme, pp. 361-366.

Ch. II, Résultats de la réforme; Le système monétaire actuel, pp. 367-387. I. Résultats de la réforme, pp. 367-371; II. Le tarif monétaire, pp. 371-376; III. La monnaie fiduciaire, pp. 376-382; IV. Effets du tarif, pp. 382-387.

Ch. III, Les crises monétaires, pp. 388-398.

Ch. IV, La monnaie et les prix, pp. 399-415.

Ch. V, Le stock monétaire de l'Egypte, pp. 416-431.

Ch. VI, Reformes proposées, pp. 432-437; Deuxième partie, pp. 438-478.

Ch. VII, Le crédit et son rôle dans la circulation; Ses formes, ses agents et ses instruments pp. 438-478. [Introduction], pp. 438-440. I. Les instruments et les agents de la circulation: les banques, pp. 440-453; II. Les instruments et les agents de la circulation. Importateurs, exportateurs, commissaires, commis, pp. 453-460; III. Le change, pp. 460-473; IV. Fonctionnement du système. Son point faible, pp. 473-478.

Egypt—Continued.

Arminjon—Continued.

Book VII, *Les finances publiques*, pp. 479–520.

Ch. I, *Le réforme financière*, pp. 479–499. I. La situation antérieure à la réforme, pp. 479–484; II. La réforme, *Le décret du 28 Novembre, 1904*, pp. 485–499.

Ch. II, *Le régime fiscal actuel*, pp. 500–505. I. *Les recettes*, pp. 500–505. Ch. III, *Le budget : Méthodes de perception et de contrôle ; Les finances locales*, pp. 506–513.

Ch. IV, *Valeur du système. Sa critique*, pp. 514–520.

Cromer: *Modern Egypt*, Ch. LIII, *Finance*, pp. 443–455.

Cunningham: *To-day in Egypt*, Ch. VIII, *Financial and Commercial*, pp. 156–181 (especially pp. 156–165, 171–177).

Part 31.—COMMERCIAL LAWS, ETC.

It is expected that this lesson will be given in a single lecture by the instructor. It is difficult to obtain material on the commercial laws of the Near East. The instructor should call attention to the similarity of the several commercial codes. It should be pointed out that reconstruction will be apt to make various changes. As a preparation for the lesson, the student should read, if possible, the references pointed out in the following publication:

Progress of continental law in the nineteenth century by various authors.

For general information, Chs. IX, X, XI should be read.

Ch. IX, *The commercial code*, by Alfred Rocco, pp. 332–343.

Ch. X, *The beginning of the international assimilation of commercial law*, pp. 347–395, by Georg Cohn.

Ch. XI, *The progress of the unification of maritime law*, by Georges Ripert, pp. 396–415.

The following general publications will also prove useful:

Gertscher: *Die Handelsgesetze des Erdballs*. See Vol. VII, for Roumania; Vol. VIII, for the south of Europe, including Bulgaria, Greece, Montenegro, Serbia, and Turkey; Vol. XIII, 301–412, for Bosnia-Herzegovina.

Institutiones Políticas y Jurídicas. Material will be found on various regions of the area included in this study.

A few specific references to several of the regions follow:

Roumania.

Blumenthal: *Code de Commerce du Royaume de Roumanie*.

Book I, *Du commerce en général*, pp. 13–126.

Book II, *Du commerce maritime et de la navigation*, pp. 126–180.

Book III, *De la faillite*, pp. 181–232.

Book IV, *De l'exercice des actions commerciales et de leur durée*, pp. 233–254.

Bohl: *Code de Commerce Roumain*. (The translation differs somewhat from the preceding.)

Bulgaria.

Loi sur les voyageurs de commerce en Bulgarie.

Paolitis: *Loi commerciale bulgare Philippopolis*. Book I (of merchants, commercial companies, and commercial acts).

Titre I.

Ch. I, *Merchants*, p. 105.

Ch. II, *Commercial registers*, p. 5.

Ch. III, pp. 6–9.

Ch. IV, *Commercial books*, pp. 9–12.

Ch. V, *Des procuristes et des fondés de pouvoir*, pp. 12–16.

Ch. VI, *Des commis*, pp. 16–19.

Titre II.

Ch. I, *Commercial companies*, p. 19.

Ch. II, *Companies under a collective name*, pp. 20–36.

Ch. III, *De la société en commandité*, pp. 36–41.

Ch. IV, *Des sociétés par action*, pp. 42–72.

Ch. V, *Des associations*, pp. 72–84.

Ch. VI, *Des obligations*, pp. 84–85.

Ch. VII, *Dispositions finales*, pp. 85–86.

Bulgaria—Continued.

Paolitis—Continued.

Titre III, actes de commerce.

- Ch. I, Des actes de commerce en général, pp. 86-101.
- Ch. II, De la vente, pp. 101-105.
- Ch. III, Du contrat de commission, pp. 106-111.
- Ch. IV, De la commission de transport, pp. 111-113.
- Ch. V, Du transport, pp. 114-122.
- Ch. VI, Des magasins généraux, pp. 123-128.
- Ch. VII, Du contrat d'édition, pp. 128-132.
- Ch. VIII, Du contrat de courtage, pp. 133-136.
- Ch. IX, Du contrat d'assurance, pp. 136-157.
- Ch. X, Des lettres de change, pp. 157-186.
- Ch. XI, Du billet à ordre, pp. 186-190.

(Book II treats of Bankruptcy, pp. 191-256.)

Turkey.

Amirayan, Ottoman Commercial Code. The first book (pp. 1-73) treats of commerce in general; the second book (pp. 74-199) of bankruptcy; and an appendix (pp. 200-210); Appendix A, The protests law, 1886, pp. 220-227; Appendix B, Rules of court, pp. 228-232.

Book I.

- Ch. I, Of traders, pp. 1-2.
- Ch. II, Of the books to be kept by traders, pp. 3-6.
- Ch. III, Of partnership and companies, pp. 7-24.
- Ch. IV, Of commission agents, pp. 25-26.
- Ch. V, Of agents for carriage by land or water, pp. 27-32.
- Ch. VI, Of bills of lading, pp. 33-73.

Appendix to the Commercial Code, pp. 200-219.

- Ch. I, Preliminary provisions, p. 200.
- Ch. II, Of the constitution of the commercial courts, p. 200.
- Ch. III, Of the jurisdiction of the commercial courts, pp. 201-206.
- Ch. IV, Of the internal service of the commercial courts, pp. 206-207.
- Ch. V, Of the constitution of the court of appeal at Constantinople, p. 207.
- Ch. VI, Of protests, pp. 208-214.
- Ch. VII, Of compensation for loss or damage, pp. 214-219.

Polyvios: De la condition légale des sociétés étrangères dans l'empire ottoman.

Ch. I, Des capitulations, etc., pp. 7-20.

Ch. II, Nationalité des sociétés étrangères dans l'empire ottoman, pp. 21-54.

Part 2.

- Ch. I, Historique de la réglementation des sociétés étrangères en Turquie, etc., pp. 55-64.
- Ch. II, Condition légale des sociétés étrangères autorisées en Turquie, pp. 65-102.
- Ch. III, Condition légale en Turquie des sociétés étrangères non autorisées à y exercer leurs droits, pp. 103-118.

Young: Corps de droit ottoman.

Vol. II, Titre XXXV, pp. 262-278, Passports étrangères; Titre XXXVI, Aa, p. 279, Extradition; Titre XXVI, B, pp. 280-281; Expulsion d'étrangers.

Vol. III, Foreign commercial law, pp. 220-415, custom, etc. Régime douanier, pp. 220-323; Quais de Constantinople, etc., pp. 324-394; Conventions commerciales, pp. 395-415.

Vol. IV, Droit commercial intérieur, pp. 1-61, discussing Ministry of commerce and public works; Chambers of arts and trades; Chamber of foreign commerce; Constantinople Chamber of Commerce; etc.

Vol. V, This volume treats of financial matters, and should be studied throughout.

Vol. VI, Droit foncier; Droit municipal.

Vol. VII, Contains the commercial code.

Egypt.

Codes des tribunaux indigènes: Code de commerce, Code de commerce maritime, et Code de procédure civile et commerciale.

Code de commerce, pp. 7-88.

Ch. I, Dispositions générales, pp. 7-11.

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Egypt—Continued.

Codes des tribunaux indigènes—Continued.

Ch. II, Des différents contrats commerciaux, pp. 11-42.

Ch. III, De la faillite, p. 42.

Code de commerce maritime, pp. 93-165.

Titre I, Des navires et autres bâtiments, pp. 93-97.

Titre II, De la saisie et vente des navires, pp. 97-102.

Titre III, Des propriétaires de navires, pp. 102-104.

Titre IV, Du capitaine, pp. 104-112.

Titre V, De l'engagement et des loyers des officiers et gens de l'équipage, pp. 112-120.

Titre VI, Des chartes-parties, apprêtements ou nolisements, pp. 120-121.

Titre VII, Du connaissance, pp. 121-123.

Titre VIII, Du fret ou nolis, pp. 123-131.

Titre IX, Des passagers, pp. 131-134.

Titre X, Des contrats à la grosse, pp. 135-140.

Titre XI, Des assurances, pp. 140-153.

Titre XII, Des avaries, pp. 155-164.

Titre XIII, Des prescriptions, pp. 164-165.

Titre XIV, Fins de non-recevoir, p. 165.

Codes des procédure civile et commerciale, pp. 171-287.

Codes des tribunaux mixtes d'Egypte précédés du règlement d'organization judiciaire:

Code de commerce, pp. 147-239 (differs slightly from preceding title).

Code de commerce maritime, pp. 243-319.

Code de procédure civile et commerciale, pp. 323-461.

Part 32.

A lesson should be given at this point on the tariffs of the Near East, but there is no single work or article in English or in any foreign language, so far as known, that would give an adequate idea of the present tariff situation in the Near East. The war has made necessary the reconstruction of tariff systems, even before 1914 considered unsatisfactory, and new regions, like Jugo-Slavia, have still to evolve their tariff policies. The Foreign Tariff Notes, issued by the Foreign Tariff Division of the Bureau of Foreign and Domestic Commerce since 1914, are of necessity not complete, but these may be consulted by the class. The instructor may here give a single lecture on the question of tariffs in general, preparing his material from Mr. L. Doneratzky's outline, "Tariffs and Commercial Treaties" (pp. 51-55), or he may utilize this period in the continuation of part 31.

Parts 33 to 35.—MARKETS.

Throughout the Near East the markets for articles of occidental manufacture have not been developed to anything like the full capacity. This is due in part to the unsettled condition of much of the region. The British, Austrians, and Germans have been most active, but their trade even never reached its limit. The United States has had comparatively little share in normal times of the trade of the region, although with sufficiently intelligent care the trade of this country with the Near East might be magnified many times. The favorable position of the Near East for a transit trade between East and West is also still in its infancy. It will develop with the more extensive building of railroads and the organization of lines of maritime shipping. Above all, the equitable settlement of the Near Eastern question will increase the possibilities of an active foreign trade.

The best study of the markets of the Near East can be made from the Consular reports above. If, in addition, the references below are carefully studied, much information will be found for gauging the markets of the Near East and their possibilities. The references given are all to the Encyclopædia Britannica, but other works of similar nature, especially the New International Encyclopaedia, where later information is sometimes given, should be used for the larger places. Attention should be given to market possibilities in those places where annual fairs are held. The obvious markets for goods manufactured in the United States include agricultural implements and ma-

chinery, other machinery of various kinds, hardware (including novelties), typewriters, sewing machines, cash registers, cotton piece goods, leather goods (including shoes), etc. In Kelly's Directory names of merchants, manufacturers, and shippers of the world (published annually) will be helpful.

Part 33.

Roumania : Britannica, XXIII, 828 (chief towns). See also separate towns as follows:

- Alexandria, I, 572.
- Babadag, III, 91.
- Bacau, III, 121.
- Berlad, III, 784.
- Botoshani, IV, 305.
- Braila, IV, 391.
- Bucarest (Bukarest, Bucharest), IV, 717-718.
- Buzen, IV, 894-895.
- Calafat, IV, 964.
- Calarashi, IV, 967.
- Campelung, V, 139.
- Caracal, V, 297.
- Constanza, VII, 11.
- Craiova, VII, 362.
- Curtea de Argesh, VII, 650-651.
- Dorohoi, VIII, 431.
- Dragashani, VIII, 465.
- Falticeni, X, 157.
- Focshani, X, 587.
- Galatz, XI, 396-397.
- Giurgevo, XII, 54.
- Husli, XIV, 4.
- Jassy, XV, 279.
- Mangalia, XVII, 568.
- Neamtsa, XIX, 320.
- Oltenitza, XX, 92.
- Piatra, XXI, 665.
- Pitesci, XXI, 665.
- Ploesci, XXI, 849.
- Ramnicu Sarat, XXII, 877.
- Ramnicu Valcea, XXII, 877.
- Roman, XXIII, 471.
- Sinaia, XXV, 140.
- Sulina, XXVI, 54.
- Teeuci, XXVI, 499.
- Tirgovishtea, XXVI, 1009.
- Tirgu Jiu, XXVI, 1010.
- Tirgu Ocna, XXVI, 1010.
- Tulcea, XXVII, 366.
- Turnu Magurele, XXVII, 481.
- Turnu Severin, XXVII, 481.
- Vaslui, XXVII, 946.

Bulgaria : Britannica, IV, 776 (chief towns). See also separate town as follows:

- Burgas, IV, 812.
- Dobritch, VIII, 351.
- Kiustendil, XV, 841.
- Philopopolis, XXI, 400.
- Plevna, XXI, 838-840.
- Razgrad, XXII, 987.
- Rustchuk, XXIII, 936.
- Shunla, XXIV, 1024.
- Sistova, XXV, 160-161.
- Sliven (Slivno), XXV, 243.
- Sofia, XXV, 344-345.
- Stanimaha, XXV, 775.
- Stara-Zagora, XXV, 794.
- Tatar-Pazarjik, XXVI, 448.
- Trnovo, XXVII, 298.
- Varna, XXVII, 992.
- Vidin, XXVIII, 48.
- Vratza, XXVIII, 220.
- Yamboli, XXVIII, 902.

Serbia : Britannica, XXIV, 689 (chief towns). See also separate towns as follows:

- Belgrade, III, 681-682.
- Chupriya, VI, 324.
- Kraguyevats, XV, 922.
- Kraljevo, XV, 923.
- Krushevats, XV, 934.
- Leskovats, XVI, 490.
- Monastir, XVIII, 692.
- Nish, XIX, 709-710.
- Novi Bazar, XIX, 840.
- Pilot, XX, 642.
- Pozharevats, XXII, 239.
- Prizren, XXII, 375.
- Semendria, XXIV, 616.
- Shabats, XXIV, 757.
- Uskub, XXVII, 811.
- Uzhitse, XXVII, 829.
- Valjevo, XXVII, 876.
- Vranya, XXVIII, 220.

Part 34.

Austria-Hungarian Provinces.

Croatia-Slavonia : Britannica, VII, 473 (chief towns). See also the separate towns as follows:

- Agram, I, 382.
- Brod, IV, 625.
- Buccari, IV, 711.
- Djakovo, VII, 348.
- Esseg, IX, 778.
- Karlowitz, XV, 679.
- Karlstadt, XV, 679.
- Mitrovica, XVIII, 627.
- Peterwardein, XXI, 305.
- Semlin, XXIV, 631.
- Sissek, XXV, 159-160.
- Warasdin, XXVIII, 316.

Austria-Hungarian Provinces—Continued.

Bosnia and Herzegovina: *Britannica*, IV, 281 (chief towns). See also the separate towns as follows:

Banjaluka, III, 318.
Foča, X, 587.
Jajce, XV, 129.
Livno, XVI, 816.
Mostar, XVIII, 904.

Sarajevo (Serajevo, Sarejevo), XXIV, 660.
Travnik, XXVII, 216–217.
Trebinje, XXVII, 232.
Visoko, XXVIII, 146.

Dalmatia: *Britannica*, VII, 773 (chief towns). See also the separate towns as follows:

Cattaro, V, 538.
Macarsca, XVII, 192.
Ragusa, XXXII, 816.
Sebenico, XXIV, 568.

Spalato, XXV, 591–592.
Traù, XXVII, 215.
Zara, XXVIII, 959.

Montenegro: *Britannica*, XVIII, 768–769 (chief towns). See also the separate towns as follows:

Antivari, II, 147.
Cettigne (Cettinje), V, 776.
Ipek, XIV, 737.

Jakova, XV, 130.
Podgoritza, XXI, 874.

Albania: *Britannica*, I, 483 (chief towns). See also the separate towns as follows:

Argyrokastro, II, 488.
Avlona, III, 65–66.
Berat, III, 764.
Butrinto, IV, 889.
Dibra, VIII, 186.
Durazzo, VIII, 695.
Kortcha, XV, 914.

Ochrida, XIX, 989.
Parga, XX, 802.
Preveza, XXII, 311.
Prishtina, XXII, 361.
Scutari, XXIV, 518–519.
Tirana, XXVI, 1006.

Greece: *Britannica*, XII, 428–429 (chief towns). See also the separate towns as follows:

Athens, II, 831–845.
Candia, V, 177–178.
Canea, V, 181.
Chalcis, V, 804.
Corfu, VII, 145–146.
Janina (Jannina, Yannina), XIV, 215.
Kalamata (Calamata), XV, 638.
Kavalla (Cavalla, Kavala), XV, 701.
Larissa, XVI, 217.

Laurium, XVI, 287.
Patras, XX, 930–931.
Piraeus (Peiraeus), XXI, 58.
Pyrgos, XXII, 690.
Syra (Hermoupolis), XXVI, 295.
Trikkala (Trikhala Trikala), XXVII, 282.
Tripolitsa, XXVII, 292.
Vodena, XXVIII, 170.
Volo, XXVIII, 196.
Zante, XXVIII, 956.

Part 35.

Turkey: *Britannica*, XXVII, 426 (chief towns; note that many of these towns now belong to other countries to which Turkish territory was ceded; they will be found under their proper country). See also the separate towns as follows:

Adrianople, I, 217–218.
Aleppo, I, 541–542.
Bagdad, III, 194–198.
Basra, III, 489.
Beirut, III, 658.
Bitlis, IV, 13.
Brusa, IV, 691.
Caesarea Mazaca, IV, 943.
Constantinople, VII, 3–9.
Damascus, VII, 784–785.
Diarbekr, VII, 167.
Erzerum, IX, 758–759.
Gaza, XI, 544.
Homs, XIII, 648.

Jerusalem, XV, 331–335.
Joppa (Jaffa), XV, 508.
Kerbela, XV, 753–754.
Konia, XV, 893.
Kossovo, XV, 916.
Marash, XVII, 668–669.
Mecca, XVII, 950–955.
Medina (Medineh) XVIII, 64–66.
Mosul, XVIII, 904.
Rodosto, XXIII, 448–449.
Sana, XXIV, 125.
Sivas (Sebastela), XXV, 163.
Smyrna, XXV, 281–282.
Treblzond, XXVII, 232–233.

Egypt: Britannica, IX, 25 (chief towns). See also the separate towns as follows:

- | | |
|-------------------------|------------------------|
| Akhmim, I, 456. | Girga, XII, 48. |
| Alexandria, I, 568-571. | Ismailia, XIV, 876. |
| Assiut, II, 782-783. | Kena, XV, 727. |
| Assuan, II, 787. | Luxor, XVII, 146-147. |
| Bilbeis, III, 931. | Mansura, XVII, 602. |
| Cairo, IV, 953-957. | Port Said, XXVII, 131. |
| Damamur, VII, 783. | Rosetta, XXIII, 739. |
| Daurietta, VIII, 788. | Suez, XXVI, 22. |
| Edfu, VIII, 933. | Tanta, XXVI, 400. |
| Esna, IX, 771. | Zagazig, XXVIII, 950. |
| Fayum, X, 219. | |

Parts 36 to 44.—FOREIGN COMMERCE.

The best sources for these lessons are the statistical reports of the imports and exports of the several regions and the consular reports. If these can be obtained they should be made to supplement the reference given below and others that the instructor may assign. During these lessons the student should be given considerable practice in the actual compilation and tabulation of commercial statistics, in the conversion of quantities and values from foreign units into those of the United States (using, if possible, conversion tables and calculating machines), and in the computation of percentages, and he should be able to interpret the statistics of the foreign trade of each region.

It is designed that the first seven lessons follow in general the outline given below. The next two, it is suggested, should be devoted to the discussion of reports on definite subjects assigned by the instructor to classroom practice in import and export statistics, and to the discussion of queries by the students.

Part 36.

Roumania.

- Britannica: XXIII, 828.
 New International: XX, 217.
 Statesman's Yearbook for 1918, pp. 1201-1202 (commerce).
 Colescu: Progrès économique de la Roumanie réalisés sous le règne de S. M. le Roi Carol I, 1866-1906, pp. 65-69 (commerce extérieur).
 Dudesco: L'Évolution Économique Contemporaine des pays Balkaniques, pp. 188-191 (domestic commerce); 193-204 (foreign commerce). See also pp. 217-222, Quelques considérations sur le commerce des trois pays balkaniques avec la France.
 Muzet: Le Monde Balkanique, Book III, Ch. V, sec. 4, Le commerce extérieur, pp. 156-158.

Part 37.

Bulgaria.

- Britannica: IV, 775.
 New International: IV, 138.
 Statesman's Yearbook for 1918, pp. 730-731 (commerce).
 Dudesco: L'Évolution Économique Contemporaine des Pays Balkaniques, pp. 191-192 (domestic commerce); 204-211 (foreign commerce).
 Monroe: Bulgaria and her People, Ch. XXI, Industry and trade, pp. 300-312 *passim*.
 Muzet: Le Monde Balkanique, Book VI, ch. V, Le commerce; l'État bulgare, pp. 294-300 (especially pp. 294-295).

Part 38.

Serbia.

- Britannica: XXIV, 688.
 New International: XX, 730-731.
 Statesman's Yearbook for 1918, pp. 1256-1257 (commerce). See also vol. for 1917, p. 1282, for the commerce for the years 1911 and 1912 (the last available).
 Dudesco: L'Évolution Économique Contemporaine des Pays Balkaniques, pp. 192-193 (domestic commerce); 210-217 (foreign commerce).

Serbia--Continued.

Kessler: Serbien, Wirtschaftliche Verhältnisse und deren Entwicklung unter Berücksichtigung der deutschen Interessen, Ch. I, Aussenhandel, pp. 11-20.

1. Die Entwicklung des Aussenhandels während der letzten fünf Jahre, pp. 11-14.
2. Der Aussenhandel Serbiens während der Orientkrise 1908-9, pp. 14-16.
3. Serbiens Ausfuhr, 1909, pp. 17-20.

Lazarovich-Hrebelianovich: The Servian People, I, 130.

Muzet: Le Monde Balkanique, Book IV, Ch. V, Le commerce, pp. 234-239.

1. Les débouchés, pp. 234-235.
2. Le commerce extérieur, pp. 235-239.

Savic: The Reconstruction of South-eastern Europe, Ch. XI, Commercial possibilities with the southern Slav State, pp. 229-250 (propaganda).

Stead (ed.): Servia by the Servians, Ch. XX, Foreign trade and the trade problem, by Dr. Velimir T. Bajkitch, director of the Belgrade Commercial Bank, Serbian delegate for the treaty of commerce with Austria-Hungary, pp. 306-319.

Part 39.**The former Austria-Hungarian Provinces.**

Croatia-Slavonia.

Britannica: VII, 472.

New International: VI, 281.

Lazarovich-Hrebelianovich: The Servian People, I, 166 (commerce).

Bosnia and Herzegovina.

Britannica: IV, 281.

Statesman's Yearbook for 1918, p. 685 (commerce).

Lazarovich-Hrebelianovich: The Servian People, I, p. 152 (commerce).

Dalmatia.

Britannica: VII, 773.

Lazarovich-Hrebelianovich: The Servian People, I, 156 (commerce).

Montenegro.

Britannica: XVIII, 768.

New International: XVI, 193.

Statesman's Yearbook for 1918, pp. 1079-1080 (commerce).

Lazarovich-Hrebelianovich: The Servian People, I, p. 140 (commerce).

Albania.

Britannica: I, 483.

New International: I, 323.

Chekrezl: Albania, Past and Present, Ch. XIV, Sec. III, Commerce, pp. 177-179.

Dako: Albania, The Master Key to the Near East, Ch. XI, Future prospects, pp. 197-205.

Part 40.**Greece.**

Britannica: XII, 436-437.

New International: X, 291.

Statesman's Yearbook for 1918, pp. 885-886 (commerce).

Lefevre-Méaulle: La Grèce Economique et Financière, Ch. IV, Commerce, pp. 77-136.

Martin: Greece of the Twentieth Century, Ch. XXV, British trade with Greece, pp. 304-312.

Part 41.**Turkey.**

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4. FAR EAST: CHINA, JAPAN, AND DUTCH EAST INDIES.

(With the Philippines, 45 parts of two or more hours each.)

(By F. R. Eldridge, Jr., Chief of Far Eastern Division, Bureau of Foreign and Domestic Commerce.)

GENERAL HISTORY (6 parts).

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Foreign companies.....	do.....	VI	70-72
Penal provisions.....	do.....	VII	72-74

XXXVII. JAPAN: BANKING METHODS, NATIONAL FINANCE, AND FOREIGN INVESTMENTS.

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Currency system.....	do.....	XI	267-280
Banking.....	do.....	XI	280-308
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Central finance.....	do.....	XII	316-331
Local finance.....	do.....	XII	332-334
Loans.....	do.....	XII	335-341
Finance of Taiwan (Formosa).....	do.....	XIII	362-366
Finance of Karafuto (Sakhalin).....	do.....	XIV	377-379
Finance of Chosen (Korea).....	do.....	XV	428-431
Finance.....	Porter.....	XIII	225-254

XXXVIII. JAPAN: CREDIT METHODS, POSTS AND TELEGRAPHS.

Topics.	References.		
	Book.	Chapter.	Pages.
Institutions for transaction of domestic trade.....	Bank of Japan.....	VII	166-167
Commercial organs, chambers of commerce, trade associations, mercantile agencies.....	do.....	VII	168-172
Cooperative societies—credit, distribution, consumption, and production.....	do.....	VII	172-174
Posts.....	do.....	VIII	198-200
Telegraphs.....	do.....	VIII	201-203
Telephones.....	do.....	VIII	203-208
Statistics.....	do.....	VIII	208-212

XXXIX. JAPAN: MARKET ANALYSIS.

Foreign trade	Bank of Japan.....	VII	175-197
Commerce Reports Supplements (Japanese ports).			

SPECIAL REFERENCES.

Special reports of the Bureau of Foreign and Domestic Commerce:
 Automobiles, Special Agents Series No. 170.
 Canned Goods, Special Agents Series No. 92.
 Cotton Goods, Special Agents Series No. 86.
 Credits, Special Agents Series No. 62.
 Customs Tariff, Tariff Series No. 28.
 Hardware, Miscellaneous Series No. 50.
 Electrical Goods, Special Agents Series No. 172.
 Shoe and Leather Goods, Special Agents Series No. 173.
 Railway Equipment, Special Agents Series No. 180.

XL. DUTCH EAST INDIES: COMMERCIAL METHODS AND LAWS.

Topics.	References.		
	Book.	Chapter.	Pages.
The legal system.....	D. E. I. Yearbook.....	II	33-34
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Colonial finance.....	do.....	III	41-47
Taxation.....	do.....	III	48-55
The Java Bank.....	do.....	IV	59-61
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Village rice banks.....	do.....	IV	67-68
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Provincial banks.....	do.....	IV	69-70
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Telegraphs.....	do.....	XII	218-223
Telephones.....	do.....	XII	224-226

XLI. DUTCH EAST INDIES: MARKET ANALYSIS.**REFERENCES.**

Dutch East Indies Yearbook.
 Supplements to Commerce Reports, No. 53, annual series.
 Special reports of the Bureau of Foreign and Domestic Commerce:
 Canned goods, Special Agents Series No. 92.
 Cotton goods, Special Agents Series No. 120.
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Department of Agriculture and Commerce.
Far East Revisited, by A. Angier (1908). Witherby & Co., London.
Our Trade with Japan, by F. H. Hitchcock (1900). Government Printing
Office, Washington.
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University Press.
Economic Conditions, by F. Dautromer (1910).
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The Awakening of Japan, by Okakura Kakuzo (1904). The Century Co.
Our Eastern Question, by T. F. Millard (1916). The Century Co.
Reshaping of the Far East, by Putnam Weale (1905). The Macmillan Co.
Problems of the Pacific, by Frank Fox. Small, Maynard & Co.
Manchuria, by A. Hosie (1904). Charles Scribner's Sons, New York.
Manchuria and Korea, by W. Whigham (1904). Charles Scribner's Sons, New
York.

FAR EAST: PHILIPPINE ISLANDS.

(By C. C. Batchelder,¹ Assistant Chief of Far Eastern Division, Bureau of Foreign and Domestic Commerce.)

GENERAL HISTORY AND ECONOMIC CONDITIONS (4 parts).

Textbooks:

- The Americans in the Philippines, by James A. LeRoy. Boston.
- The Philippine Islands, by F. W. Atkinson. Boston.
- The Far Eastern Tropics, by Alleyne Ireland. Boston.
- Report of the Philippine Commission to the Secretary of War, 1914. Washington.
- Report of the Governor General of the Philippine Islands to the Secretary of War, 1916. Washington.
- Report of the Governor General of the Philippine Islands to the Secretary of War, 1917. Washington.
- Economic Conditions in the Philippines, by Hugo H. Miller. Boston.

XLII. PHILIPPINE HISTORY FROM THE SPANISH CONQUEST.

Topics.	References.		
	Book.	Chapter.	Pages.
The Spanish régime, 1521-1896.....	Leroy.....	I	1- 36
Do.....	do.....	II	52- 57
The last insurrection against Spain, 1896-1898.....	Atkinson.....	IV	99-111
The war with Spain and the suppression of the insurrection, 1898-1901.....	do.....	IV	112-119
The American régime, 1899-1917.....	do.....	XIII	347-357
Control of the legislature by the Filipinos.....	Report of Philippine Commission, 1914.....		11- 16
Replacement of American officials by Filipinos.....	do.....		27- 31
Abortive attempts at uprisings.....	do.....		44- 45
Philippine finances.....	do.....		53- 55
Complete pacification of the Moros.....	do.....		60- 61
Inauguration of the new government provided by the Jones bill.....	Report of the Governor General, 1916.....		3- 5
Purchase of the Manila R. R. Co.....	do.....		23- 24
Organization of the National Guard for United States service abroad.....	Report of the Governor, 1917.....		1- 2
Results of the new organization.....	do.....		4- 24

XLIII. AMERICAN POLICY, ECONOMIC CONDITIONS, GEOGRAPHY, TRANSPORTATION.

American colonial policy in the Philippines.....	Ireland.....	X	186-197
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Economic conditions.....	do.....	XII	199-234
Geography.....	Atkinson.....	I	19- 28
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Transportation.....	Miller.....	XVIII	324-330

XLIV. INDUSTRY, AGRICULTURE, AND COMMERCE.

Food crops.....	Miller.....	II	26- 47
Do.....	do.....	III	48- 56
Export crops.....	do.....	V	65- 81
Do.....	do.....	VI	82- 94
Do.....	do.....	VII	95-114
Do.....	do.....	VIII	115-124
Forestry.....	do.....	IX	125-132
Manufactures.....	do.....	XVII	295-312
Transportation centers and markets.....	do.....	XVIII	330-333

¹ Sometime delegate of the Secretary of the Interior, Philippine Government; now (Dec., 1919) acting United States commercial attaché at Peking, China.

XVI. MARKET ANALYSIS.

Topics.	Reference book.	Pages.
Analysis of exports and imports.....	Supplement to Commerce Reports, No. 80a, 1918.	1- 6
Philippine commerce, shipping, and immigration.....	Report of Bureau of Customs of the Philippines for 1917; Manila, Philippine Islands.	7- 31
Trade statistics.....	Report of Governor General for 1917, Washington.	112-123
Philippine trade with the United States.....	Trade of United States with the world, 1917-18. Government Printing Office, Washington:	
	Part I, Imports.....	107
	Part II, Exports.....	315
Resource and industries.....	Commerce and Industries of the Philippines, Special Agents Series No. 67, Bureau of Foreign and Domestic Commerce.	78-115
Industrial and agricultural conditions.....	Supplement to Commerce Reports, No. 80b, 1918.	1- 11
Shoe and leather trade in the Philippine Islands.....	Special Agents Series No. 161, Bureau of Foreign and Domestic Commerce.	5- 23
Philippine markets for American lumber.....	Special Agents Series No. 100.	7- 16
Lumbering industry of the Philippines.....	Special Agents Series No. 88.	5- 22
Rattan supply of the Philippines.....	Special Agents Series No. 95.	5- 40
Pineapple-canning industry of the world.....	Special Agents Series No. 91.	18- 19
Cotton fabrics in the Philippines.....	Special Agents Series No. 13.	83-117
Canned goods in the Far East.....	Special Agents Series No. 92.	72- 73

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- The Philippines, America's Insular Possessions, by C. H. Forbes Lindsay. Philadelphia.
- The Far Eastern Tropics, by Alleyne Ireland. Boston.
- The Philippine Islands, by F. W. Atkinson. Boston.
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- The Philippine Islands, by J. Foreman. London.
- A Short History of the Philippines, by P. P. F. Jernegan. New York.
- The Philippine Problem, by F. Chamberlin. Boston.
- The Odyssey of the Philippine Commission, by D. R. Williams. Chicago.
- The Philippine Islands, by E. H. Blair and J. A. Robertson. 55 vols. Cleveland.
- America and the Philippines, by Carl Crow. New York.
- A Handbook of the Philippines, by H. M. Wright. Chicago.
- The Philippines, the Land of Palm and Pine (an official guide and handbook), by J. R. Arnold. Manila.
- The Code of Civil Procedure of the Philippine Islands. Manila.
- Economic Conditions in the Philippines, by Hugo H. Miller. Boston.
- Report of the Philippine Commission to the Secretary of War, 1914. Washington.
- Report of the Governor General of the Philippine Islands to the Secretary of War, 1916. Washington.
- Report of the Governor General of the Philippine Islands to the Secretary of War, 1917. Washington.

OUTLINES OF COURSES: GROUP III.

FOREIGN-LANGUAGE COURSES.

We Americans have been accused of being a provincial people, not in close contact with foreign countries, and, consequently, untrained in foreign languages. Such training as we have received in the past has been for the most part of a literary or academic type, and primarily for cultural purposes. We have depended to a considerable extent upon our goods being able to sell themselves upon a basis of merit, and we have had to rely largely upon foreigners to create markets for us, or to serve as distributors. Even our consular and diplomatic representatives have been unable usually to speak with ease and facility the language of the country to which they have been accredited. All this had resulted in placing both our goods and our representatives at a disadvantage in dealing with foreign peoples.

There is a keen realization of this situation at the present time and a very real desire for the study of foreign languages for commercial purposes. Millions of our young men have recently been in contact with foreign peoples and have come to know the advantage, if not the absolute necessity, of being able to converse with them in their own tongues. There is a growing appreciation, likewise, of the fact that in the future we shall probably have to *sell* our goods in foreign markets rather than allow them to sell themselves. In other words, we shall have to create markets and hold them in competition with all the world, rather than to simply distribute our goods in those markets that have been already developed.

The learning of a foreign language for commercial purposes means learning to speak it and write it in an acceptable manner so as to place oneself *en rapport* with the people whose language it is. One can scarcely expect to enter sympathetically into their lives and outlook unless he can communicate with them in their own tongue. Often the more or less covert antagonism to foreigners is due to the fact that such foreigners do not know the language or customs of the people in whose country they are residing, and, consequently, can not enter into sympathetic social and commercial relations with them.

Learning to read, write, and speak a foreign language effectively is not a short and easy task, especially for adults. A smattering knowledge of a language is one thing, but easy effective use of it is quite another thing. To master any foreign language requires, for most people, a considerable length of time, patience, and much practice. Fortunately, it is easier now than formerly to secure competent instruction in all the chief commercial languages. Not only are there good teachers who emphasize the spoken language, to be found in our schools and colleges, but likewise, in evening classes and for individual instruction. In practically all of our large cities are foreigners of every great country of the world and among these foreigners are some who are willing to exchange lessons, particularly

of a conversational character, with Americans. This personal touch with a native of a foreign country is one of the best means of learning the language accurately, and one which the European people employ to a large extent.

THE CHIEF LANGUAGES OF COMMERCE.

When it comes to a question as to which is the best single language to study, only a few general observations can be made. A recent British educational commission designated the importance of the modern languages in this order: French, German, Italian, Spanish, Russian. Many people consider Spanish as unquestionably the most important for us. The young person in high school, or even in college, may be in position to choose any language which appeals to him and shape his course accordingly. On the other hand, the adult already engaged in business will ordinarily have his choice determined largely for him by other considerations. His house may be dealing largely with Latin-American countries and he may desire to learn Spanish for immediate use in this connection; or his house may desire to send him to Russia, in which case it is, of course, to his advantage to learn Russian.

The purpose in outlining the following courses in foreign languages is to emphasize the practical side of the teaching so that the student will be able to make immediate use of his knowledge. Emphasis should, therefore, be placed upon the spoken language, but with enough grammatical drill and simple composition to give a good understanding of the fundamental structure. The foreign tongue should be made the medium of instruction from the beginning. It is only by appealing to the ear as well as the eye that one can acquire a true feeling for the language. The emphasis throughout the instruction, as well as in the selection of material, should be commercial rather than literary or cultural. Business forms and expressions, specialized vocabularies, newspaper notices, advertisement and catalogue reading, legal terms, and trade expressions should be used, both orally and in writing. Object lessons and talks based upon maps, pictures, and documents may be used to good effect.

FRENCH.

On the whole, French is probably the most important foreign language for Americans to learn. It is the principal language of France, Belgium, Morocco, Algeria, and is used extensively in commercial, social, and diplomatic circles in Switzerland, Spain, Portugal, Italy, Greece, the Balkans, Turkey, Asia Minor, Persia, Russia, the Far East, and Latin America.

French is thus used far more extensively than only in French territory. It is "la langue diplomatique," and is employed in practically all international conventions. For one who aspires to the consular or diplomatic service, or to represent America upon any kind of international commission, a good knowledge of spoken French is highly desirable.

Elementary.—A basic course in grammar; conversation; reading and writing. The work should comprise careful drill in pronuncia-

tion, the rudiments of grammar, the order of words in a sentence, and the elementary rules of syntax; constant practice in reading easy French; and in translating everyday material into idiomatic French.

Advanced.—Reading of texts dealing with commercial subjects. Practice in writing correct everyday business and familiar correspondence; constant drill upon vocabulary building and general conversation.

SPANISH.

Spanish, like French, Portuguese, and Italian, is a Romance language, based upon Latin. One who has learned any one of these languages finds it much easier to acquire any one of the others.

At the present time, Spanish is probably our next most important foreign commercial language. It is the language of Spain, Mexico, Central America, Cuba and the West Indies, and nearly all of South America with the exception of Brazil. Likewise, together with English, it is the principal language of the Philippines.

Elementary.—The rudiments of grammar; drill upon pronunciation; readings from everyday prose; writing easy letters and business forms; practice in conversation.

Advanced.—Drill upon commercial words and expressions; exercises in correspondence; reading commercial literature; continued practice in conversation.

PORTUGUESE.

This language is used in Portugal and in Brazil. As the latter is the largest country in South America and contains some 25,000,000 inhabitants, it will be seen that Portuguese is of some considerable importance.

Elementary.—Drill upon the fundamentals of grammar; reading of easy texts; practice in conversation; simple translations into Portuguese; commercial vocabularies and forms.

Advanced.—Reading texts dealing with commercial subjects; continued practice in conversation; business correspondence.

GERMAN.

The importance of this language in the future commercial relations of the world will depend upon the importance of Germany itself. While the military and political power of Germany has been broken, it is probable that Germany will, in time, come to occupy an important social and industrial place among the family of nations, and her language will be of corresponding importance. At present German is not only the language of Germany and Austria, with some 70,000,000 people, but is probably the most important foreign language for commercial purposes in Holland, Norway, Denmark, Sweden, and Finland. In South America, Russia, the Near East, and the Far East, Germany is likely to prove a formidable competitor in the years to come.

Elementary.—Drill upon pronunciations; the rudiments of grammar; repetition of easy colloquial sentences; reading of commercial prose; writing and translating of easy German; conversational drill.

Advanced.—Business letters and general correspondence; reading commercial literature; continued practice in conversation.

ITALIAN.

Italy has a population of approximately 35,000,000 people. Italian is of commercial importance, therefore, not only in Italy, itself but throughout the Mediterranean region, and especially in Greece, Turkey, Asia Minor, and all North Africa.

Elementary.—The elements of grammar; simple readings; conversational practice; writing easy Italian.

Advanced.—Reading more advanced texts, newspapers, and periodicals; continued practice in conversation; business and familiar correspondence.

RUSSIAN.

Russia occupies one-seventh of the world's total area and has the enormous population of 180,000,000 people, whereas the whole of South America has only about 80,000,000. Once order and industry prevail in this great country, we shall probably witness a wonderful growth of her trade and commerce with the rest of the world. There are well-informed students of world affairs who predict that within ten years our commerce with Russia, including Siberia, will be greater than with all of Latin America. This is based upon the population and potential purchasing power in Russia. There will, undoubtedly, be opportunities then for those who know the Russian language. It is a difficult language to learn, however, and there are relatively few good teachers available. In some of the larger cities Russians can be found, and those who are desirous of learning the language should seek out opportunities to study conversational Russian with such people.

CHINESE AND JAPANESE.

The statements just made concerning Russia will hold fairly well for the study of Chinese and Japanese.

China has a population of 400,000,000 people. Their purchasing power per capita is small, but large in the aggregate. China at the present time is showing many signs of rejuvenation. With the aid of western capital and leadership, the Giant of the East will become an important commercial power and those who are able to communicate with her people directly and in their own language will have a great advantage in her developing commerce.

Our trade with Japan is already large and, doubtless, will continue to grow. A knowledge of the Japanese language would be of immense value to one engaged in trade with the Flowery Empire. As in the case with Russian and Chinese, the Japanese language is not an easy one to learn and teachers are not everywhere available. But the earnest student who sees an opportunity to use the language can usually find some one competent to teach him.

CORRESPONDENCE COURSES.

Correspondence courses in the important commercial foreign languages are offered by a good many university extension departments and private schools. Through this means one who has not access to personal teachers can at least acquire a reading and writing knowledge of the language which will enable him to learn the spoken lan-

guage much more readily. Sometimes the phonograph is used with good results, and one can in this way acquire very fair practice in the spoken language.

TEXTS.

Among the books which may be used in foreign-language courses the following might be mentioned:

French :

- Fraser & Squair's Grammar.
- Aldrich & Foster's Elementary French.
- Daudit's *Le Petit Chose*; Lavisson Histoire de France.
- Bruno's *Le tour de la France*.
- Paul Bercy's *Le Francois Practique*.
- Malaubier and Moore: First Book.
- Raux: Elementary French Reader.
- Berlitz, Maximilian Delphinus: *Le francais commercial*. Ed. americane. New York, M. D. Berlitz (etc.), 1917. 126 p.
- Pitman's Mercantile Correspondence: A collection of actual letters, arranged in groups, English-French. London, New York (etc.). Sir I. Pitman & Sons, Ltd., 1918. 249 p., French and English on opposite pages.

Spanish :

- Fuentes & Francois: Practical Spanish Grammar; A Trip to Latin America.
- Fuentes & Elias: Manual de Correspondencia Comercial.
- Spanish Taught in Spanish Classes. F. McHale. Houghton, Mifflin Co.
- First Spanish Book. Wilkins. Holt, 1919.
- Berlitz, M. D.: *El español comercial*. New York, M. D. Berlitz (etc.), 1915. 107 p.
- Macdonald, G. R.: Pitman's Manual of Spanish Commercial Correspondence. London, New York (etc.). Sir I. Pitman & Sons, Ltd., 1914. 328 p. (Includes English-Spanish vocabulary of commercial words and expressions, Spanish-English vocabulary, and Technical vocabulary.)
- Spanish Business Conversations and Interviews, with correspondence, invoices, etc., each interview forming a complete commercial transaction, including technical terms, dialogues for travelers. London, New York (etc.). Sir Isaac Pitman & Sons, Ltd., 1918. 114 p.

Portuguese :

- Supple: Spanish Reader of South American History.

Branner's Portuguese Grammar.

Branner's Segundo Livre de Leitura.

Terceiro Livre de Leitura.

Garva's Prozas Simples.

Goodell's Commercial Reader.

Pitman's Mercantile Correspondence: A collection of actual letters, arranged in groups, illustrating modern mercantile methods and forming models for the foreign correspondent. English-Portuguese. London, New York (etc.). Sir I. Pitman & Sons, Ltd., 1916. 248 p.

German :

Schmidtz Grammar.

Bagster-Collins: First Book in German.

Bitell, Jethro: Handbook of German Commercial Correspondence. London, New York (etc.). Longmans, Green & Co., 1908. 288 p.

Graham, James: German Commercial Practice connected with the export and import trade to and from Germany, the German colonies, and the countries where German is the recognized language of commerce. London, New York, Macmillan Co., 1904-6, 2 v.

A German Grammar. Dippold. Silver, Burdett & Co., 1905.

A New German Grammar. Bacon. Norwood Press, 1916.

An Elementary German Reader. Lutz. Silver, Burdett & Co., 1902.

A First German Reader. Roessler. American Book Co., 1917.

German Composition. Bacon. Norwood Press, 1913.

German Prose Composition. Wiehr. Oxford University Press, 1912.

Italian:

- Arbib-Costa's Italian Lessons and Advanced Italian Lessons.
 Phelps, Ruth Shepard: An Italian Grammar. Boston, New York (etc.).
 Ginn & Co., 1917. 328 p.
 Rota, A.: Hossfeld's New Practical Method for Learning the Italian Language. New ed. Philadelphia, P. Reilly, 1918. 416 p.

Chinese:

- Brouner, W. B.: Chinese Made Easy. New York, London, The Macmillian Co. (Leiden printed, 1904). 351 p.
 Hillier, W. C.: The Chinese Language and How to Learn It. 3d ed. London, K. Paul, Trench, Trubner & Co., Ltd., 1913. 297 p.

Japanese:

- Hossfeld's Series: Japanese Grammar, by H. T. Weintz.
 Handbook of Colloquial Japanese, by Chamberlain. Published by Kelly & Walsh Co., Yokohama.
 Chamberlain, Basil Hall: A Practical Introduction to the Study of Japanese Writing (Moji no shirube). 2d ed. rev. London, C. Lockwood & Son; Yokohama (etc.), Kelly & Walsh, Ltd., 1905. 547 p.
 Plaut, Hermann: Japanese Conversation-Grammar, with numerous reading lessons and dialogues. Heidelberg, J. Groos; New York, Brentano's (etc.), 1906. 391 p.
 Sheba, S.: Sheba's Practical English-Japanese and Japanese-English Conversations. Honolulu, Hawaii Shinpo Sha, Ltd., 1913. 448 p.

Russian:

- Russian Reader, by Prof. Samuel N. Harper. University of Chicago Press.
 Chevob-Maurice, William: English-Russian Commercial Correspondence. London, E. Marlborough & Co., 1917. 128 p.
 Steff, Mark: Manual of Russian Commercial Correspondence. New York, E. P. Dutton & Co.; London, K. Paul, Trench, Trubner & Co., Ltd., 1916. 232 p.
 Bondar's Simplified Russian Method. Published by Effingham Wilson, London, 1915. Bondar's Russian Readers, Nos. 1 to 5. (May be used shortly after beginning the grammar.) Published by same firm.
 Russian Grammar Simplified. Published by Hugo's Institute for Teaching Foreign Languages. Russian Reading Made Easy. (May be used soon after beginning the grammar.) Published by same firm.
 Hossfeld's New Practical Method for Learning the Russian Language, by S. Rapoport. Published by Hirschfeld Bros., London, 1916.
 Lessons in Russian, by Karrachy-Smith. Published by S. Low, Marston & Co., London, 1915. A key is also published to the exercises of this grammar; same publishers, London, 1916.
 A Concise Grammar of the Russian Language, by L. A. Mangus. Published by J. Murray, London, 1916.
 Russian Grammar, by Nevill Forbes. Published by the Clarendon Press, Oxford.
 Russian Composition (Parts I, II, and III), by J. Solomonoff, instructor in Russian in London County Council Evening Commercial Institutes. Published by Kegan Paul, Trench, Trubner & Co., London, 1916.
 Russian Conversation Grammar, by Pietro Motti. Published by D. Nutt, London.

The serious student of Russian will find it advisable to buy a simple dictionary early in the study of the language. The Russian Dictionary, by A. Wassilieff, in the Langham Series, published by Charles Scribner's Sons, contains the usual words with their pronunciation figured. David McKay, Philadelphia, publishes Hills' Vest Pocket English-Russian Dictionary. W. J. Hernan, New York City, publishes a small phrase book of about 50 pages, What You Want to Say and How to Say It in Russian.

APPENDIXES.

Appendix I.—A SUGGESTED CONTRACT.

(For use in cooperative and part-time educational arrangements among business houses, schools, pupils, and guardians.)

This agreement is made this _____ day of _____, between _____, doing business in _____, hereinafter known as "Company," and _____, of _____, hereinafter known as "Apprentice," and _____, of _____, hereinafter known as "Guardian," whose relation to the Apprentice is that of _____.

For the purpose of acquiring practice, skill, and knowledge in the business of the foreign trade of the United States, said _____ hereby becomes an apprentice to the Company, and the Company hereby accepts him, subject to the terms herein stated.

The Apprentice and his Guardian hereby promise that during the period commencing the first Monday after the close of the _____ High School, in the year _____, and terminating on the last Saturday prior to the opening of the said school in said year, and such further period during the school year _____ as may be agreed upon between the Company and the principal, or some person designated by said principal, the Apprentice will faithfully serve said Company in such capacity or capacities connected with the exporting and importing business conducted by said Company as shall be agreed upon between the Company and the principal of the said school.

The Apprentice furthermore agrees during the period above stated to do all in his power to learn the exporting and importing business and to promote the interests of the Company. He also agrees to continue his studies in foreign trade in the said high school and to do a reasonable amount of home study in connection therewith and with his service with said Company.

It is agreed by the Apprentice and his Guardian that the Company shall have the right at any time to discharge the Apprentice for inadaptability for the performance of the service assigned, for disobedience of the rules and regulations of the Company, and improper conduct in or out of working hours.

The Company agrees adequately to train and instruct the Apprentice in the principal operations of its business, in so far as the same relate to the foreign trade; to pay to the Apprentice during the period herein stated the compensation hereinafter specified, and if the Apprentice shall remain in its service for the full period set forth herein and render satisfactory services in the positions held by him, to present to him at the termination of such period such evidence of satisfactory completion of his apprenticeship as may be proper and requested by the principal of the said school.

The Apprentice shall receive from the Company the following compensation, to wit:

For the period from the first Monday after the close of high school until the last Saturday prior to the opening of said school, during which period the said Apprentice shall devote his entire time and energies during business hours to the service of the Company as hereinafter provided, _____ dollars per week. For such further period during the school year as may be agreed upon between the Company and the principal _____ per week.

The Apprentice and his Guardian also agree that in the event the said Apprentice shall satisfactorily complete his high school course in foreign trade and his apprenticeship as herein provided, that he will, for a period of one year from the termination of said high school course, serve the Company in the capacity of junior clerk at the prevailing rate of wages for this class of service, and the said Company hereby agrees to employ the said Apprentice in such capacity for such period and at such rate of pay.

_____,
Company.

_____,
Apprentice.

_____,
Guardian.

Appendix II.—RULES OF CONDUCT.

(For cooperative or part-time pupils in business houses.)

The following suggestions have been freely adopted from those used in the Litchfield, Mass., cooperative plan, and might be used in this connection if the business house has no rules or regulations of its own covering these matters:

Read this carefully. It will save you and us trouble.

Remember that the object of your work is to help the firm to make a profit. Your employer measures you by the quantity and quality of the work you perform.

Social position does not enter here. In the office you are not a high-school boy, but you are an apprentice. Dress and act accordingly. If you get the idea that any work given you is beneath the dignity of a high-school student, just remember that all alike must begin at the bottom of the ladder and that you are an apprentice in this firm while you are here. Don't put on superior airs. Remember that the boy who has not had your advantage, by experience and hard work has probably learned the work of his own desk much better than you will be able to know it for a long time. No one has a monopoly of knowledge. He probably knows as many things that you don't know as reversed.

Remember that in a true democracy and with true Americanism one man is entitled to as much respect as another if he does his work faithfully, honestly, and to the best of his ability.

It is your business to get along smoothly with the men higher up, and not theirs to get along with you.

Do not expect any exceptional personal favors or attention from your superiors other than instruction in the performance of your task. They will probably ignore you as long as you are doing your work well, as they are too busy to pay much personal attention to anyone, but they know whether you are making good or not. The opinion which your employer or your superior has of you depends on whether you are making good or not.

Don't bother your employer for a raise in wages, as that has been settled for the period covered by the agreement.

If you have a grievance with your firm, take it up with your school adviser.

Errors are exceptionally serious in foreign trade and mean loss to the firm.

Your errors greatly decrease your value to the firm. Try never to make a mistake; if you make a mistake once, never do it again.

Never try to conceal or cover up an error. You can save yourself and the firm much trouble and much loss by bringing an error immediately to your next superior's attention.

Watch what is going on about you and keep your mouth shut. However, don't be afraid to ask sensible questions. Try to answer the question yourself first.

Almost the greatest compliment that can be paid an employee is that he has common sense. See that you exercise common sense in what you say, in the questions you ask, and in what you do.

Don't be afraid of listening to something you have heard before. Ten things you may have heard before, but the eleventh may be an important addition to your store of knowledge and to your future.

If you do not like a decision of your immediate superior don't go over his head to a man higher up. It will cause friction and bad feeling. If you have a real grievance, take it up with your school adviser.

You are not responsible alone to yourself for your action as a cooperative apprentice. If you do not make good it will spoil the chance of many others to get a start in life in the exporting field because you have discredited your school and the cooperative system. Remember that you are given a golden opportunity to make the future for yourself and to serve your country in a field of activity which is vital to the future of our great United States.



